

## ExCEL Academic Liaison Role and Responsibilities

### **The Role of the Academic Liaison (AL) is to:**

Serve as a thought partner to the ASP Site Coordinator and/or Program Manager around the best ways to coordinate with the school day to ensure the alignment of vision, expectations and outcomes between the ASP and school day, with a particular focus on the academic components of the ASP. In addition, the AL should be able to support the ASP with alignment around Behavior Response to Intervention, Culture and Climate and/or Family Partnership initiatives taking place during the school day.

At the high school level the AL should coordinate credit recovery efforts during the after school program.

### **The Academic Liaison minimum responsibilities are, at a minimum to:**

1. Meet regularly with the ASP site coordinator/program manager, as well as create systems for ongoing communication between site administrator(s) and ASP leadership.
2. Meet with school leadership regularly and act as designated communication liaison between school day and after school staff, representing the interests and initiatives of the after school program to school day teachers and vice versa.
3. Participate in the creation of the Quality Action Plan (QAP) goals.
4. Provide directly or provide access to ongoing professional development (PD) and coaching to after school staff around instructional strategies, Social Emotional learning, classroom management, academic content etc. This may include observations (either the AL observing ASP staff or facilitating ASP staff observations of school day teachers) , coaching, lesson demonstration and/or including after school staff in PD already occurring at the school site.

### **Optional Job Responsibilities:**

- Provide access to school day student data for ASP students.
- Support review of site's Balance Score Card.
- Assist Site Coordinator/Program Manager in attending relevant school day meetings (i.e. Student Assistance Program (SAP), Student Support Teams (SST), Culture Climate Team etc.)
- Collaborate with Site Coordinator in programmatic support of target/focus students.
- Help on-board new ASP staff and academic support volunteers.

**\*\*Specific Academic Liaison work plans should be structured to support QAP goals and should be at least partially captured within the QAP strategic actions.\*\***