

## **HIGH SCHOOL READINESS LIAISON**

### **JOB GOALS:**

Under the direction of the Director of Teaching and Learning, the High School Readiness Liaison supports future Santa Maria Joint Union High School District students to ensure general high school readiness and prepare them for A-G coursework. The High School Readiness Liaison is responsible for coordinating teacher and counselor vertical articulation between SMJUHSD and feeder school staff. The Liaison will also be facilitating education and engagement activities that prepare future students/parents for the academic, extra-curricular, and social opportunities/expectations of the high school experience.

### **PERFORMANCE RESPONSIBILITIES AND DUTIES:**

- Establish partnerships and communicate regularly with feeder school staff.
- Work closely with incoming students/parents to establish and maintain support/expectations for achievement in A-G readiness/completion.
- Identify opportunities to enhance high school success and college preparedness, including coordinating and facilitating future student/parent high school education events.
- Assist with the implementation of practices that ensure equitable access and opportunity for all students.
- Plan, organize, and facilitate SMJUHSD campus visits for feeder students and families.
- Coordinate academic support to increase A-G access to students.
- Participate in various district meetings and trainings for the purpose of collaboration and developing methods for improvement.
- Plan and coordinate vertical articulation between SMJUHSD and feeder district teachers.
- Team with feeder school departments to address ways to improve A-G rates and high school success.
- Deliver feeder school classroom presentations on various high school readiness topics.
- Work closely with feeder school staff to ensure inclusiveness, effectiveness and appropriateness of student placement and support.
- Create and implement an A-G Awareness and Engagement Campaign.
- Effectively use social media for the purpose of communication and district initiative branding.
- Keep current on Federal, State, local college, and high school academic requirements; the California School Dashboard indicators; and educational trends.
- Participate in professional development at the local, regional and/or state level.
- Facilitate occasional student/parent education workshops and other activities.

**REQUIRED QUALIFICATIONS:**

- Possess a valid clear California Single Subject or Pupil Personnel Services Credential
- Valid California Driver's License.

**DESIRED QUALIFICATIONS:**

Minimum of 3 years of classroom teaching/counseling or equivalent work experience.

**PRIMARY EVALUATOR/WORKING LOCATIONS:**

- Director of Teaching & Learning
- Position will be housed at the SMJUHSD Student Support Center (District Office) but will be working at/with various sites throughout the district as well as the feeder schools.

7/7/2022  
SMJUHSD