 positional description

P-TECH College Liaison

Job Title: Pathways in Technology Early College High School (P-TECH) College Liaison
Job Status: Full-time
Department: Academic Affairs
Supervisor: Vice-President for Academic Affairs

North Country Community College (NCCC) is a small community college located in the Adirondack State Park in Northern New York. The main campus is located in Saranac Lake with additional campuses in Malone and Ticonderoga. While the College offers numerous majors including several occupational programs, the College focuses on a liberal arts education as a foundation for any degree program. Classes are relatively small providing opportunities for individualized instruction and focused academic advisement for each student. The College is a partner in two Pathways in Technology Early College High School (P-TECH) programs, with commitments in one (PACE P-TECH) through the 2021-22 academic year and the other (Northern Borders) through the 2022-23.

General Job Description: The P-TECH College Liaison serves as an intermediary between the College Partner and the P-TECH School, and is focused on strengthening student performance and expanding students’ horizons to include postsecondary educational opportunities and career goals. Through this partnership, the students are able to earn college credits toward their associate degree while earning a high school diploma. The Liaison works with the college faculty and staff to develop non-credit bearing programs and events to support this goal. Working with the college and school personnel, the Liaison develops and maintains collaborations that serve to prepare students for college and careers while fostering mutual learning among the faculty, staff, and students at the partnering institutions. The College Liaison is instrumental in facilitating students’ progress and success by ensuring that appropriate collaborative support mechanisms are in place, thus it is highly recommended that this person have experience working with both high school students and adults (i.e. professors, teachers, parents and school leadership). Strong interpersonal and organization skills are critical in this position.

The NCCC academic work year is 164 days; this position is 200 days to accommodate the high school year. A two week summer session is part of the 200 days. The employee will be based at one P-TECH school and have responsibilities at the other. Travel to the alternate work site will be reimbursed at the state rate.

The liaison reports to the VPAA and the P-TECH Principal/Coordinator of each program (Northern and Northern Borders). She/he will alternate their weekly schedule during the school
year, working Mondays, Wednesdays and Fridays at one site and Tuesdays and Thursday at the other, reversing the pattern each week. Their work-day will follow the professional staff at the P-TECH school, typically 7:30 am – 3:30 pm Monday through Friday. Vacations, holidays and other breaks will follow the high school calendar. Regarding emergency-related closures such as inclement weather, the employee will follow the school’s lead and communicate with their direct supervisor about the closing. If the College closes, the employee is not expected to work even if the P-TECH school remains open.

The College Liaison is a member of a collective bargaining unit and works under a collective bargaining agreement (CBA). As a grant-funded position, staffing the position is predicated on receiving the funding to do so. In the event that the funding is discontinued and/or after the completion of the 2022 year, funding is no longer available, the position may be terminated.

**Major Duties and Responsibilities:**

1. Serve as a resource for students, parents and high school faculty and staff members, while leading efforts related to college preparation, academic advisement and college enrollment procedures. Coordinate various college visits throughout the program.
2. Instruct a College Success course for 10th graders in the program.
3. Lead collaborative efforts among college faculty and staff and P-TECH schools to develop and implement programs that support early college goals of P-TECH students at all grade levels (e.g. college course experiences for high school students, college speakers, trips to college offices, non-academic events connected to the college).
4. Communicate to college administrators, faculty and staff and participate in the special school events at the P-TECH 9-14 school campus such as Open Houses, Parent Information Sessions and related activities.
5. Participate and collaborate with the P-TECH program faculty in daily planning meetings at the P-TECH School to plan for integrating the College program into the school day. This includes participating in planning and review sessions at the start and end of the school day.
6. In coordination with the P-TECH schools and the College, create and administer an academic support center for students at the respective P-TECH school providing individual, professional and peer tutoring; workshops to develop strong academic and personal skills; and work with school counselor in providing individualized advisement to ensure that students remain on track in their chosen pathway and are prepared to meet degree requirements. These should be tailored to address the social, education, financial and cultural diversity of the students in the P-TECH programs.
7. Create and maintain student files, which include student progress on college-readiness competencies, information on chosen career pathways, career portfolios, and College enrollment materials. (This may also include contracts or agreements regarding student expectations and responsibilities in the successful completion of coursework, classroom behavior, participation, etc.)
8. Report directly to and communicate regularly with the respective P-TECH principal(s)/coordinators to help facilitate the objectives of the P-TECH program and to the VPAA or their designee on developments related to P-TECH programs including changes made to NCCC programs initiated by the respective academic departments.

9. Represent the College’s interests the delivery of college courses at the P-TECH campuses by collaborating with departmental chairs and faculty to ensure current course outlines and course-level assessments are being provided to the P-TECH instructors.

10. Provide information to P-TECH Financial Coordinator to initiate reimbursement of expenses related to the program.

11. Assist with obtaining and monitoring ongoing access for P-TECH students to the NCCC’s on-line library.

12. Assist with the facilitation of NCCC Student Identification cards P-TECH students.

13. Work with our Career Services Coordinator in the delivery of workforce and career services at our P-TECH programs.

14. Engage in professional development activities to remain current in those academic support areas that can include learning styles, project-based learning, tutoring, developmental education, and supporting students with accommodations.

15. Maintain regular work hours (typically 7:30 am until 3:30 pm M-F) that follow the P-TECH school calendar. Typically, she/he will be at one location on MWF one week, followed by TR the next. The final schedule will be created between the schools and the VPAA’s office.

16. Serve on College committees and participate in College Governance where and when feasible.

17. Contribute and participate in outside activities to help promote goodwill and service.

18. Develop with supervisor and maintain a professional growth plan.

19. Conduct oneself in a professional manner promoting good relations with college employees, students, parents, local community members, jurisdictional representatives and visitors.

20. Maintain an awareness of and function within the current requirements of the NCCC Rights and Responsibilities, Equity Action Plan and Drug Awareness Plan and other related employment requirements as outlined in the current NCCCAP Collective Bargaining Agreement (CBA).

21. Be cognizant of and maintain appropriate behavior as outlined in all College policies.

22. Perform other duties as assigned by the Vice President for Academic Affairs or a College Officer.

**Principle Performance Requirements:**

1. Serve as a resource for students, parents and high school faculty and staff members, while leading efforts related to college preparation, academic advisement and college enrollment procedures. Coordinate various college visits throughout the program.

2. Lead collaborative efforts among college faculty and staff and P-TECH schools to develop and implement programs that support early college goals of P-TECH students at all grade
levels (e.g. college course experiences for high school students, college speakers, trips to college offices, non-academic events connected to the college).

3. Participate and collaborate with the P-TECH program faculty in daily planning meetings at the P-TECH School to plan for integrating the College program into the school day. This includes participating in planning and review sessions at the start and end of the school day.

4. In coordination with the P-TECH schools and the College, create and administer an academic support center for students at the respective P-TECH school providing individual, professional and peer tutoring; workshops to develop strong academic and personal skills; and work with school counselor in providing individualized advisement to ensure that students remain on track in their chosen pathway and are prepared to meet degree requirements. These should be tailored to address the social, education, financial and cultural diversity of the students in the P-TECH programs.

5. Create and maintain student files, which include student progress on college-readiness competencies, information on chosen career pathways, career portfolios, and College enrollment materials. (This may also include contracts or agreements regarding student expectations and responsibilities in the successful completion of coursework, classroom behavior, participation, etc.)

6. Represent the College’s interests the delivery of college courses at the P-TECH campuses by collaborating with departmental chairs and faculty to ensure current course outlines and course-level assessments are being provided to the P-TECH instructors.

7. Effectively work with diverse groups across the College community.

8. Possess and exercise strong written and verbal communications skills as well as strong interpersonal and organizational skills.

Qualifications for the Job:

1. **Education**: Master’s degree in Education, Counseling or a related field preferred.

2. **Experience**: Three -five years of higher education experience providing learning assistance/ supports to students, or related experience.

Key Competencies:

1. Strong verbal and written communication skills.

2. Strong interpersonal skills.

3. Attention to detail.

4. Instructional knowledge, skills, and abilities.

5. Knowledge of student advising.

6. Responsiveness, timeliness, and professionalism.