Job Requisition #42799 - LIAISON, CONCURRENT ENROLLMENT

Status: Open    Date Needed: 08/27/2020    Open Date: 08/31/2020    Total Days Open: 8
Confidential Requisition: No    Priority Requisition (HR Use Only): No

Description

Job Posting Template: NON TEACH-NO SKILLS

Position Description: ACADEMICS
Traditional 212 work days per year
FTE: 1.0
Salary Range: $39,964 - $48,585

Essential Functions and Objectives:

Responsible for being the primary resource and advocate between a network of stakeholders, including: schools, students, families and the community. Actively engages and advocates to better the needs of all parties involved, within a specific matter of interest.

Responsible for supporting the DPS high schools as the schools implement concurrent enrollment and provide postsecondary opportunities to students in accordance with the state legislation. The liaison will be responsible for overseeing and supporting the schools with concurrent enrollment programming and expansion, program documents, planning and coordination, paperwork, and pathway development. The liaison will coordinate and manage the flow of information in Denver Public Schools and with college partners.

- Establishes and cultivates relationships with internal and external stakeholders. Facilitates communication to ensure that all parties involved are served in their best interest; maximizes the utilization of available resources and informs students and families.
- Connects and builds relationships with the schools to ensure individual needs are met. Enriches lives by removing barriers, mentoring, discussing needs, and identifying support resources.
- Provides support and information to staff, including: fields calls, conducts tours, coordinates events and meetings, completes forms, submits reports and collects information.
- Promotes partnerships within key areas of the community, including state and federal agencies. Advocates for new or improved services and community planning affiliates.
- Oversees the daily operation and flow of information to create efficient methods for increasing student participation in concurrent enrollment programming at participating DPS high schools and Community College partners.
- Responsible for inputting concurrent enrollment student data into the DPS and Community College partners data system.
- Effectively communicates with the high schools and Community College partners to resolve student registration issues.
- Effectively communicates important dates and timelines to high schools to ensure the student successfully enrolls into postsecondary courses.
- Supports DPS and the Community College partners with completing the student billing process.
- Maintains documentation on data collection and data resources. Serve as the clearing house for high school and college data needs such as attendance and grades. Provide on-going reports regarding accuracy of data submission and trends.
- Assists DPS with semiannual audits as it relates to concurrent enrollment programs.
- Assists in researching alternate methods for improving student enrollment.
- Implement components of Early College Implementation Guide in collaboration with managers, schools and others.
- Responsible for using specific reports to analyze and track data of student's classroom success, providing feedback and making recommendations for improvement, if applicable.
- Creates regular Professional Development sessions that align with strategies, direction and to build skills for staff, resulting in successful Early College schools.
- Assists DPS and Community College partners with effectively communicating program outcomes.
- Prepare reports, analyze data, investigate options regarding student enrollment, and other school data including, historical trends and future projections. Coordinate with the Colorado Community College System and DPS to gather the needed information. Present data to admin and staff to assist in school decisions and directions.
- Collaborates with schools, managers and others on communications and outreach with a focus on Early College offerings.

Knowledge, Experience & Other Qualifications:

- Experience working collaboratively with other staff in achievement of instructional objectives.
- Knowledge of DPS, community and demonstrated communication and persuasive abilities, including verbal, written and presentation skills.
- Demonstrated computer skills including extensive experience working with operating systems including Windows, Macintosh, and other proprietary systems.
- Previous experience with or knowledge of Early College high school models preferred.
- Experience with supporting schools in reaching specific benchmarks/metrics preferred.
- Knowledge of tracking data using reports and providing an analysis of data with recommendations.
- Knowledge of creating professional development sessions to support network strategies and build skills and awareness in our schools.
- Effective communication skills.
- Work collaboratively with others on a team.
- High degree of integrity in handling confidential information.
- Ability to work in a multi-ethnic and multi-cultural environment with district and school leaders, faculty, staff and students.
- Aptitude for variety and changing expectations and fast-paced environment.
- The ability to take responsibility for one’s own performance.
- Effectively handle multiple demands and competing deadlines.
- Effective time management and organizational skills.
- Strong attention to detail.
- Knowledge with Microsoft Office products including Word, Excel and Outlook.
- Bilingual in Spanish preferred.

Education Requirements:

- Bachelor’s Degree preferred.
About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

*Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*