

TITLE: College and Scholarship Liaison

Definition: Helps students apply for scholarships and financial aid to continue their post high school education.

QUALIFICATIONS:

1. Bachelors Degree
2. Licensed educational professional preferred.

REPORTS TO: The Building Principal

JOB GOALS:

To increase the number of students receiving scholarships and to increase the number of students continuing their post high school education.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/Punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

PERFORMANCE RESPONSIBILITIES (but not limited to):

1. The school professional models ethical standards, continual growth, collaborative work, and care and concern for students, materials, and facilities.
 - a. Adheres to the code of ethics of the teaching profession of the State of Colorado.
 - b. Accepts, fulfills, and supports assigned building procedures, responsibilities and duties in a prompt and efficient manner.
 - c. Follows Board of Education policies and other rules, regulations, or procedures that may be established by the central or building administration.
 - d. Maintains accurate, complete, and correct records as required by law district policy, and administrative regulations in an effective and prompt manner.
 - e. Reports suspected/confirmed injury or abuse of students to building administration and proper authorities as observed.
 - f. Provides and promotes an educationally, emotionally, and physically safe environment for students.
 - g. Models and ensures student awareness of proper use of materials, equipment, and/or facilities.
2. The school professional demonstrates effective and appropriate communication skills.
 - a. Records, makes available, and demonstrates in a timely manner student progress to students, parents/guardians, and principals through state, district, building, formal and informal classroom assessments as required by law, district policy, and administrative regulations.
 - b. Maintains a professional manner when conferencing with a parent/guardian, and deals with parent/guardian concerns effectively and professionally.
 - c. Practices good communication skills with colleagues, students, and parents to support student learning as a shared responsibility.
3. Works with students on an individual or group basis to further their progress on scholarship

applications, the financial aid process and college or other post high school educational options.

- a. Cooperates and regularly communicates with guidance office staff as to the progress and processes utilized in helping students obtain scholarships and financial aid.
- b. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education plans in terms of such evaluation and how it fits in with scholarship and financial aid opportunities.
- c. Helps students evaluate college, scholarship, financial aid and post-secondary interests and choices.
- d. Guides students in their participation in school and community activities to enhance college and scholarship options.
- e. Coordinates with the counselor to arrange campus visits for interested students.
- f. Obtains and disseminates scholarship, financial aid and college information to students.
- g. Provides students information to colleges according to provisions of the Board's policy on student records.
- h. Supervises the preparation and processing of college scholarship and financial aid applications.
- i. Helps students obtain recommendations to colleges for admissions and scholarships.
- j. Assists in planning and/or attends various functions for parents and/or students that involve scholarships and financial aid.

TERMS OF EMPLOYMENT

1. Average of 10 hours per week
2. \$5000 paid in 8 monthly payments

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of certified/licensed staff.

STAFF HANDBOOK: September 2004