

Amy Biehl High School
Director of College Engagement

For consideration: redistribution of central responsibilities of Director of College Engagement role, recognizing the interconnection between these responsibilities and thus, the strategic collaboration necessary for the ongoing success of the program.

Central Responsibilities:

- I. Oversee all ABHS seniors' path to a timely graduation and completion of graduation requirements, specifically seniors' transition through two dual credit courses at The University of New Mexico (UNM) or Central New Mexico Community College (CNM) prior to graduation.***
 - A. Plan and develop curriculum for Senior Seminar/Passage class; teach 2 sections (Director: 2 sections, colleague: 1 section).
 - B. Plan and develop curriculum for junior CCR elective with assistance from College Team; teach 1 section (Director: 1 section and colleagues: 2 sections).
 - C. Advise all seniors towards successful HS graduation including overseeing tutoring and credit recovery opportunities; manage graduation contracts with guidance from advisors.
 - D. Plan junior-senior approach to ACT prep and/or Accuplacer prep for specific students (coordinate and schedule facilitation during school, breaks and PD sessions).
 - E. Oversee preparation, placement, registration and ongoing support for seniors' dual credit classes in collaborative partnership with College Team.
 - F. Plan and facilitate evening workshops and daytime sessions (as needed) for junior and senior families on senior year expectations, senior year transition to college, college admissions, and financial aid (Director, with support from Junior and Senior Teams).
 - G. Collaborate with senior advisors, oversee coordination of materials for senior Family Meetings and Final Reviews (Director, with support from Senior Team).
 - H. Meet all NM Public Education Department dual credit responsibilities including reporting, trainings and meeting attendance.

- II. Coordinate ABHS College Engagement Program:***
 - A. Participate in Senior Team which includes senior teachers, senior advisors, and social workers.
 - B. Represent overall program by serving on Lead Team and participating in additional committees as needed.

- C. Facilitate annual presentation for the Board of Directors to share yearly program goals and results.
- D. Collaborate with Student Support colleagues, Special Education Director, Registrar, ACT testing facilitators, tutors, Instructional leaders and other colleagues on behalf of students.
- E. Serve as central contact and support for any 9th-11th grade student who seeks dual credit and academic enrichment opportunities; collaborate with College Team to produce an updated summer opportunities guide for spring Family Meetings.
- F. Facilitate PD and staff meeting training for colleagues regarding students' successful preparation for dual credit and relevant topics.
- G. Contribute to planning annual year-end 'Stepping Up' Ceremony for juniors, seniors and staff.
- H. Facilitate collaborative Graduation Committee.
- I. Support and initiate partnerships on behalf of ABHS students with UNM and CNM faculty and staff; attend college counselor workshops at UNM and CNM and other sessions hosted by different colleges; meet and guide ABHS students at College Fairs; help interested students navigate meetings with military recruiters and process for enlistment.
- J. In collaboration with Executive Director/Principal, participate in local, state and national dialogue about students' successful transition from high school to college.
- K. In collaboration with Executive Director/Principal, facilitate and participate in workshops at state and national conferences including NMCCS Fall Conference and NM Higher Education Assessment and Retention Conference.
- L. Meet with fellow charter and traditional school staff seeking program development of this kind (SVA, NACA, etc.).
- M. In collaboration with Community Engagement Director, ABHS Foundation Bookkeeper and Registrar, develop ABHS alum network and data tracking on college success and civic engagement of ABHS graduates.

III. Oversee ABHS College Guidance Program including:

- A. Plan and implement teacher/advisor PD training centered on the place of college guidance within the school's specific mission, nuts & bolts of the college admissions process including the writing of effective letters of recommendation and summary school reports, coordinate specific roles and responsibilities of school mentors and advisors in students' successful journeys to and through college.

- B. Work with external consultants and schedule family workshops to ensure understanding of the college admissions, financial aid and scholarship processes (UNM's TRiO, CNM Financial Aid Office, etc.).
- C. Develop scaffolded 11th -12th programming to support the successful road to and through college for all students. Implement developmentally-appropriate curriculum (facilitated in an individual class, through advisory or individual workshops) on topics including: the value of a college/university education, opportunities in the trades and Applied Technologies, identification of appropriate colleges to which the student applies, ins & outs of the college admissions process, concrete application assistance including essay writing, resume writing, soliciting letters of recommendation, navigating scholarship and financial aid requirements, Accuplacer/ACT/SAT test prep resources, transitional issues such as learning to use college/university resources, time management, social and residential risks and responsibilities, and academic integrity.
- D. Collaborate and Communicate with Mentor 2.0 Facilitators regarding road to college curriculum and support.
- E. Assist 9th – 10th grade teachers in developing enrichment activities that support road to college initiatives.
- F. In collaboration with the Registrar, IT Director and College Team, update the ABHS School Profile as an integral component of students' college applications.
- G. Update and bolster College Guidance Resource Center to provide college, financial aid and scholarship information for students, families and mentors.
- H. Contribute to College Team's ongoing network of state, regional and national college admissions contacts resulting in annual admissions visits to school campus and visits to college campuses by students.
- I. Develop networks with other local school communities (including high school alums) for purpose of shared college admissions, financial aid and scholarship resources and opportunities for students.
- J. With the College Team, coordinate college campus trips both in and out of state.
- K. With Executive Director/principal, supervise SIMMS/College Center staff including front office, VISTAs, Work Study Interns, and tutors.
- L. Coordinate annual events, primarily Senior Orientation and Graduation with support from senior teachers and the College Team.