

# Academic Liaison

Dept/Div: Secondary Technical Center/N/A

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled administrative support work developing and maintaining collaborations between students, families, ISD 917 staff and member districts, colleges and community partners in preparing students for college and careers, fostering a positive school culture and climate, recruiting and retaining students from member districts for learning sites and programs, supporting students to and through high school and community college courses, compiling and maintaining files and records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Supports multi-tiered systems of support (MTSS) and crisis management through the lens of equity for Dakota County Area Learning School (DCALS) sites.

Monitors and communicates with students, staff, and families about student credits, academic progress, and post-secondary planning.

Assists Principal with the development and administration of discipline practices, student conduct, and attendance policies, as well as the day-to-day operations of DCALS programming.

Collaborates with administration and staff to coordinate social and emotional learning supports and facilitates groups, as needed.

Promotes positive school culture and climate throughout all sites, which includes monitoring student transitions throughout the school day, conducting home visits for students, and attending Individual Education Plan (IEP) meetings for students.

Collaborates and conducts outreach with various entities, including Dakota County, Dakota County Technical College, businesses and community members to support students and families through Post-Secondary Education Options (PSEO) and Early Middle College and other academic or social/emotional needs and to build business partnerships with local trade and industry companies.

Develops recruitment and retention strategies to support a diverse student body and coordinates student enrollment and entry for Dakota County Alternative Learning Services (DCALS).

Collects and analyzes data to support systemic improvement, equity, and goal setting.

Operates District vehicles to transport DCALS students to and from various programming.

Other duties as assigned.

## Knowledge, Skills and Abilities

Thorough knowledge of applicable District policies, practices and procedures; thorough knowledge of Student Handbook and procedures; thorough knowledge of Restorative Practices; comprehensive knowledge of District practices regarding functional behavior assessments; thorough knowledge of due process procedures; thorough knowledge of area of specialty; skill in identifying the behavioral management needs of individuals and/or groups and developing appropriate analysis methods for application in an academic environment; skill in applying interpersonal skills, particularly related to problem solving and behavior management; ability to operate standard office, word and data processing equipment; ability to make arithmetic computations using whole numbers, fractions, and decimals; ability to compute rates, ratios, and percentages; ability to develop and present ideas effectively orally and in written form; ability to develop and maintain constructive and cooperative working relationships with others; ability to maintain confidential record keeping files and information and to compile reports; ability to deal effectively with students and teachers; ability to establish and maintain effective working

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relationships with District leadership and staff, business owners/managers; career and technical institutions, community members, parents and guardians, students, and the general public.

### **Education and Experience**

Bachelor's degree in education, or related field and considerable experience in behavior management in a learning environment, or equivalent combination of education and experience. Master's degree preferred.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Equity training upon hire.

Restorative Practices training upon hire.

Enrollment in an Educational Leadership Program upon hire preferred.

Valid driver's license in the State of Minnesota.

Last Revised: 4/4/2023