

Role of School Liaisons

Purpose: To provide opportunities that will ensure academic and social-emotional growth of minority students and to act as a liaison to the Committee for Minority Affairs.

Elementary School Duties

- To provide information to CFMA quarterly.
- Meet with students during and after school to inform them of various school and community activities.
- Work with administrators and guidance to provide information to parents about school programs and parent events.
- Work closely with guidance counselors to facilitate the transition to middle school and to inform students of academic and extracurricular programs that are available.
- Work with guidance to develop programs that enhance skill development in homework, organization, social skills, and time management.
- Coordinate cultural diversity activities. (Note: the committee emphasized that these should not only occur during Black History Month.)
- Utilize Division Resource List (created by CFMA) to develop after school tutorial programs
- Work with administration and guidance with multicultural/diversity professional development, i.e., courageous conversations.

Middle School Duties

- To provide information to CFMA quarterly.
- Meet with students during and after school to inform them of various school and community activities.
- Work with administrators and guidance to provide information to parents about school programs and parent events.
- Work closely with guidance counselors to facilitate the transition to high school and to inform students of academic and extracurricular programs that are available.
- Work with guidance to develop programs that enhance skill development in homework, organization, social skills, and time management.
- Serve as liaison for school's participation in the Educational Talent Search
- Coordinate cultural diversity activities. (Note: The committee emphasized that these should not only occur during Black History Month.)
- Utilize Division Resource List (created by CFMA) to develop after school tutorial programs
- Work with administration and guidance with multicultural/diversity professional development, i.e., courageous conversations.

High School Duties

- To provide information to CFMA quarterly.
- Work with guidance counselors to facilitate transition from middle school and to higher education and/or the work force.
- Work with administrators and guidance to provide information to parents about school programs and parent events.
- Arrange tours to college campuses (Note: Guidance will continue to arrange for colleges to come to the high schools.)
- Work with guidance to get testing information, i.e., SAT, ACT, ASVAB to minority students.
- Work with guidance regarding scholarships and grants.
- Work with students to develop and/or enhance study and test-taking skills.
- Work with guidance and other Division staff in developing the Division Career Fair which will include minority speakers and colleges.
- Coordinate cultural diversity activities. (Note: The committee emphasized that these should not only occur during Black History Month.)
- Utilize Division Resource List (created by CFMA) to develop after school tutorial programs
- Work with administration and guidance with multicultural/diversity professional development, i.e., courageous conversations.
- Work with administration and guidance to increase on time graduation.

Preferred Qualifications

A minority person (African-American or Hispanic) and/or a person knowledgeable of issues related to educating minority students.

Required Qualifications

- Must be committed to the school division and the CFMA
- Must be a teacher
- Must possess a genuine desire to work with minority students
- Must possess excellent oral, written, and interpersonal skills
- Must be a team player
- Must be motivated; a self-starter

Activities:

1. Send letters of invitation to students to participate in the program and/or call each parent to extend an invitation.
2. Hold an informational meeting to explain the program to parents and to students.
3. Plan one to two activities each month (November – April). Invite guest speakers.
 - a. Goal Setting
 - b. Character Development: Self Discipline, Perseverance, Commitment, Making choices, Respect, Attitude, Overcoming Obstacles
 - c. Life Skills
 - d. Test Taking Skills
 - e. Financial Planning
 - f. Organizational Skills
 - g. Career Goals
 - h. Leadership Training
 - i. Community Service
 - j. College Preparation
 - k. Time Management
 - l. Stress Management
 - m. Peer Pressure
 - n. Anger Management
 - o. Team Building/Cooperative Groups
 - p. Responsibility
4. Mix Up Lunch Day (Students sit at different tables and listen to different music)