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)