



ECHS Campus Team Role Responsibilities

Director of Early College High School

- Supervise and maintain an articulated curriculum plan with LIT to ensure that either core 42 or 60 college credit hours are available to all SECHS students
- Work with LIT to negotiate a Memorandum of Understanding (MOU)
- Initiate collaboration with LIT for the purposes of improved instruction and curriculum alignment of crosswalks and Associate Degrees
- Assists in the creation of systems/interventions for SECHS student success.
- Coordinates district and site meetings with all stakeholders involved with the SECHS program.
- Ensure that procedures and guidelines in handbook are implemented properly
- Addresses issues that may occur related to SECHS students' academic status with IHE
- Works closely with IHE to coordinate efforts to improve success rates among ECHS students, based on best practices in the field.
- Plan/coordinate/implement ECHS Lottery by pulling student data and awarding students with the correct number of multiplier points
- Serve as lead member of the SECHS Team
- Prepare & Present required Board reports for the ECHS Cohorts & programs.
- Track the progress of Outcome Based Measures (OBMs) for the ECHS program.
- Plan/coordinate/implement required activities and benchmarks through the TEA ECHS plan.
- Plan/coordinate/implement staff and supplies needed for ECHS Summer Bridge Program.
- Plan/prepare/conduct required meetings with TEA Early College Coach
- Serve as an advisor to students, overseeing their academic and behavioral progress for improving performance in their college courses
- Participate in recruitment and retention activities for current students and the targeted students to enroll into the ECHS Program.
- Assists with Summer Bridge Program - development of and assistance of curriculum needed for ECHS Summer Bridge to prepare students for the academic and testing needs for the ECHS Program.
- Assists in preparation of required Board and TEA reports of ECHS Cohorts & programs.
- Plan/prepare/coordinate purchase of supplies for the courses for students on-campus.
- Schedule and Develop Summer Bridge Program
- Coordinate IHE orientation days during Summer Bridge with partnering IHE
- Coordinate and communicate ECHS signing night with partnering IHE, students, and parents
- Attend any professional development opportunities to increase knowledge of ECHS program in Fall, Spring, or Summer
- TSI Certification

ECHS Administrative Assistant

- Monitor Student progress in each cohort and process required data to provide credit audits, GPA, Academic Status, and print student transcripts.
- Establish and maintain open lines of communication with parents, students, ECHS Administrator, campus Counselor and professors in regards to student progress in the ECHS program.
- Prepare/Compile/Administer novels for ECHS students in college courses
- Monitor student weekly grades to coordinate required tutorials.
- Run grade reports, input grades into skyward and mail failure letters,
- Check transcripts for accuracy for dual credit students.
- Audit student enrollment in cooperation with grade level counselors to ensure students are in the correct classes.
- Assists in preparation of required Board & TEA reports of ECHS Cohorts & programs.
- Work with campus PEIMS coordinator to ensure proper student coding.
- Communicate with LIT professors about student progress in college courses.
- Attends partnership and site meetings in regards to ECHS program.
- Assist with ECHS Lottery by pulling student data and awarding students with the correct number of multiplier points
- TSI Certification
- Provide students & parents with assistance with assignments/testing/technology as liaison between college/university
- Provide guidance on issues and prepare students to submit appeals/etc.
- Other duties as assigned by SHS Principal or ECHS Administrator