SFUSD ExCEL After School Program
Academic Liaison
Responsibilities and Commitments

Description of Position
Under the direction of the Site Administrator (principal), and in collaboration with the after school program Site Coordinator, the Academic Liaison serves as the liaison between school day and after school staff. The Academic Liaison’s primary function is to build and coordinate the academic components of the ExCEL After School Program.

The Academic Liaison Position provides overall leadership and expertise to inform the academic component of the ExCEL After School Program. When possible, Academic Liaison duties can be combined with IRF or other instructional leadership positions.

The Academic Liaison will:
1. Meet regularly with the Site Coordinator to coordinate and support implementation of academic activities.
2. Act as designated communication liaison between school day and after school staff, representing the interests and initiatives of the after school program to school day teachers and vice versa.

Key activities and strategies the Academic Liaison provides will include:
1. Using student level data to inform planning and implementation of the after school academic component(s). Utilizing data from the SFUSD Student Information System as well as scores from appropriate skill assessments to identify students in need of extra support, group students, select curriculum, design program elements and/or structure appropriate homework help and tutoring systems. At the high school level, the Academic Liaison will coordinate ExCEL’s credit recovery efforts.
2. Training and coaching for after school staff members to strengthen their role in supporting academic achievement. The Academic Liaison will strategically train and coach after school program staff to support provision of quality instructional practices.
3. Based upon site priorities, the Academic Liaison may also choose to provide one to one, small group, or large group tutoring sessions with students in the after school program.

NOTE: ExCEL sites implementing an Equitable Access grant, School Loop after school pilot, and/or SF Team Program will ensure that the Academic Liaison role encompasses and informs these academic efforts.
Qualifications Summary

Candidates for the Academic Liaison(s) should meet the following qualifications:

- Current employment as a credentialed teacher at the school site or other non-credentialed staff member approved by Site Principal
- Strong communication (oral/written), presentation, organization and collaboration skills
- Familiarity with school site goals and priorities
- Experience implementing system-wide strategies
- Demonstrated leadership experience at school site
- Willingness to provide assistance and support for academic tutors

Final selection of the Academic Liaison is determined by the Site Principal.

Time Commitment and Compensation:

- The Academic Liaison stipend compensation for completing the required service hours (listed below) by a certificated SFUSD teacher is $5,000 per school year for K-8 Academic Liaisons and $3,000 for High School Academic Liaisons, split evenly into two payments (one in January and in June), *contingent upon completion of required hours*. Other staff will be compensated at their established extended calendar hourly rates.

**FOR CERTIFICATED TEACHERS:**

**STIPEND** - The required number of hours to be worked for full stipend compensation is:

- **Elementary/Middle School teachers**: 170 hours
- **High School teachers**: 102 hours

**ECR** - Certificated Teachers utilizing ECRs will need to submit timecards each pay period for hours worked.

**FOR CLASSIFIED STAFF:**

The number of hours for other employee classifications must be calculated according to established SFUSD pay rates and will be paid using ECRs. Staff will need to submit timecards each pay periods for hours worked.

- Hours worked will include time spent working to actively support the after school program, attending ExCEL trainings and meetings, coordination and planning meetings with site coordinator, and completing a brief end of the year summary report (and other documentation upon request).
- A site may opt to utilize more than one staff person to fulfill the Academic Liaison duties and share the time commitment and compensation.