



Board Agenda Item #	III B: Action Item
Date:	January 21, 2021
To:	MPS Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Erdinc Acar, Chief Academic Officer
RE:	Approval of MPS College and Career Readiness Program and TOSA Coordinator Position

Proposed Board Recommendation

I move that the board ratify the actions of the Magnolia CEO to approve the MPS College and Career Readiness Program and TOSA Coordinator Position.

Introduction

MPS leadership team believes that our communities will greatly benefit from having a **College and Career Readiness Program Coordinator position** working closely with the College Counselors and Advisors. Magnolia Public Schools has five campuses with High School program. Each High School has a corresponding College Counselors serving students and families for college and career needs. Currently, the Chief Academic Officer coordinates all College and Career programs together with the school-based college counselors.

Many districts and schools also tap in to teacher expertise and skills **Teachers on Special Assignments (TOSA) leaders** to address the needs of other teachers and support the teaching force in professional growth as well as coordinate high quality instruction aligned with the CA standards and frameworks. MPS has many master teachers who can take this special assignment as a next level teacher leader assignment and career growth opportunity.

Therefore, we propose to establish a Home Office Academic Department position as:

MPS College and Career Readiness (CCR) Program Coordinator position to serve all ten school sites with the focus on developing a comprehensive approach of school-based college and career programs, business and community internships and work experiences that bring families, community and higher education partners and Magnolia Schools together to achieve this goal. *(See attached position description)*

TOSA coordinator to create five school-based TOSA (Teacher on Special Assignment) assignments to be filled from the existing staff and **managed by the CCR Program and TOSA coordinator** and the MPS Academics Department to serve for the following subject matter areas:

1. TOSA on History/Social Sciences
2. TOSA on Science and STEAM Enrichment
3. TOSA on Computer Science and Technology
4. TOSA on Electives (Spanish, Art, PE and other Electives)
5. TOSA on Elementary programs

With this position, we aim to better serve our communities and address MPS Board's expectations on

- Addressing college and career program and service needs with an objective of 100% Four-Year Cohort Graduation Rate and 100% UC/CSU A-G Course Completion Rate across all MPS. (CEO Academic/Accountability Metric #1) and,
- Strengthening MPS' standards-based curriculum complete with scope and sequences for all subjects taught at every existing and expected grade level that exceeds national academic standards. (CEO Academic/Accountability Metric #13)

Background

Based on the board resolution adopted on July 23, 2020, the Board of Directors directed the following:

- The CEO is authorized to develop and implement a plan for re-opening schools (the "Plan") in Fall 2020 in accordance with guidance and/or directives from the chartering authority, and local, state or federal government officials, including, but not limited to, Relevant Authorities.
- The CEO or designee may hire additional employees or independent contractors as necessary or convenient for purposes of performing tasks recommended by Relevant Authorities or that the CEO deems necessary in their discretion to mitigate the actual or potential impacts of COVID-10.

The board resolution further provided that "all such expenditures shall be reported to the Board and ratified at the Board's next regularly scheduled meeting." The motion presented to the Board herein complies with this requirement.

Based on this, Mr. Rubalcava approved the College and Career Readiness Program and TOSA Coordinator Position to better serve the needs of our school communities.

Budget Implications

Yearly salary and benefits for this position are estimated to be about \$120,000. The Home Office budget reserve will be utilized to fund this position.

Attachments (1)

MPS College and Career Readiness Program and TOSA Coordinator Position Description



MPS College and Career Readiness Program and TOSA Coordinator

Position Summary: Reporting to the Chief Academic Officer, the College and Career Readiness Coordinator leads to improving the MPS's College and Career Readiness programs and services to support the MPS goals of every student graduating from high school is college and career ready. The Coordinator develops a comprehensive approach of school-based college and career programs, business and community internships and work experiences that bring community and higher education partners and Magnolia Schools together to achieve this goal.

Essential Functions:

- Oversees network wide college and career readiness programs for all schools, students in grades TK-12 and families.
- Supervises, guides and trains Magnolia Public Schools college counselors and advisors.
- Supports the development, implementation and evaluation of a structured TK-12 college and career readiness/awareness program.
- Recommends improvements and/or additions that enhance the efficiency and effectiveness of the CMO's college and career readiness efforts.
- Collaborates with the school and CMO staff to establish college and career readiness outcome measures of success.
- Serves as liaison to higher education partners.
- Monitors and evaluates graduation and college attrition and completion rates. Develops and revises policies, rules, and guidelines related to graduation requirements.
- Remains aware of CMO and community needs and initiates activities to meet those identified needs.
- Provides increased accountability by capturing and analyzing data to track student success.
- Provides guidance and support for CTE, SAT/ACT, AP and dual enrollment programs.
- Prepares reports and completes research on topics related to teaching and learning as assigned by Instructional directors.
- Actively supports school sites' career readiness programs, internships, and services at high schools and middle schools.
- Works with faculty, staff and students to develop and implement formal and informal student events and activities that enhance a college and career school culture.
- Provides and expands support for career readiness partners, including program advisory councils, local businesses, post-secondary partners, community-based organizations, city and county municipalities, students, teachers and parents.
- Provides leadership for scholarship and financial aid programs.
- Develop and implement curriculum for stand-alone college workshops for students and parents including: FAFSA and scholarship processes; transition to college workshops, and knowledge of post-secondary education; college days/nights; college readiness workshops for parents.
- Promotes strong relationships with students' families and care-givers that engage them in their child's education and school events.
- Track alumni data, postsecondary programs and coordinate network wide events for alumni.
- Other duties as needed

Description of the Teacher on Special Assignment Coordinator Responsibilities

Supports K-12 teachers and student learning through professional development in the areas assigned. Coordination of support includes a variety of activities that engage teachers and students in CA State Standards, 21st Century academic skills, and college and career readiness to promote and develop critical thinking.

MPS TOSA ESSENTIAL DUTIES AND RESPONSIBILITIES include the following;

- Coordinate collaboration and professional development activities across all MPS schools. Specifically;
 - Hold grade level/span scope and sequence planning activities quarterly,
 - Support three MPS-wide PD (symposia) days
 - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination
- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.
- Meet quarterly with the Academic Team and CAO to coordinate events and activities,
- Organize other network-wide activities and events as assigned.

Qualifications:

- At least 2 years of experience in educational administration, business/nonprofit operations, career services and/or project management.
- 5 years of experience as a teacher, counselor or school administrator.
- Counseling experience preferred.

Compensation: \$95,000 plus benefits