

Texas State Technical College Harlingen
Upward Bound Program
Outreach Advisor Handbook
2007-2008

A. Recruitment Duties- Formal Recruitment Activities

- Staff presentations in target high school classrooms
- Assemblies
- Community Agencies
- School Classrooms

Informal Recruitment Activities

- Student Referrals from target high schools
- Student Referrals from community agencies
- former and current program participants
- Upward Bound Rush Student Round Up

B. Individualized Education Plan Duties

- Assess the academic strengths and weaknesses of each student through an Individualized Education Plan: (**1 contact per month, per student**)
- within 30 days of acceptance into the program

C. Student Contract Duties

- Develop and implement a student contract for each Upward Bound participant that will detail the IEP goals and prescribed activities, and list resources Upward Bound will provide to support the participant in developing and improving skills. The Student Contracts should be reviewed with the student.
- on a monthly basis

D. Monthly Student Progress Report Duties

- Ensure that each assigned student submits a monthly student progress report to assigned advisor. Advise on an ongoing basis, assigned students should their progress report demonstrate unsatisfactory progress in any given high school subject that the student is enrolled in. Also meet with program participants who have poor program attendance/ grades in tutoring or Saturday sessions.

E. Monthly High School Teacher Contact Duties

- Monthly contact (via phone, e-mail, or in person) with high school instructors for all assigned students in the core academic classes that include- English, math, science, history, and foreign language. The monthly teacher contacts will logged shall be logged in the Blumen database.

F. Student Schedule & Attendance Duties

- Develop and implement student schedules and attendance for the academic year tutorials, Saturday meeting schedules, and summer schedules which shall be logged into the Blumen database.

G. Student Mid-Term/ Quarter/ Six Week Report Card Duties

Maintain mid term, quarter and six week report cards for each Upward Bound participant's file.

H. Student Contact Duties

Each time a service or services to any Upward Bound participant is required that the assigned advisor document the contact in the Blumen database.

Meet with each assigned participant on a monthly basis for 9 contacts during the academic year.

Ensure on a six week/ semester basis that each assigned student is enrolled in a high school English, Math, Science, Foreign Language, and History course to ensure that students are enrolled in a college preparatory curriculum.

I. Testing Duties

Register the juniors and seniors for the official ACT/ THEA/ ACCUPLACER test two to three times per year.

Track pre- and post testing scores of assigned participants on a quarterly basis.

J. Workshops

Conduct Saturday meeting workshops as outlined in the Upward Bound grant. Examples include, self-esteem, financial aid, college survival workshops, etc.

K. Discover Duties & Study Island Duties

The Outreach Advisor is responsible for insuring that all assigned participants complete in full the ACT Discover and Study Island online programs on a monthly basis.

L. Monthly Report Forms

Complete a monthly report form that demonstrates the Outreach Advisor's job accomplishments on a monthly basis.

P. Bridge Component Duties (Outreach Advisor II)

Implementation and successful completion of the Upward Bound Bridge component. This component is for seniors with the program who will graduate in May from high school and will be attending college for the first time in the summer 2008.

Implement the Bridge component through various tasks such as:

- a. completion of financial aid applications for all seniors- summer component & fall component
- b. completion of college admissions applications for all seniors- summer component & fall component
- c. completion of scholarship applications for all seniors- summer component & fall component

- d. completion of college admissions applications to at least three colleges or universities for their fall component of college.
- e. selection of summer component classes in which all seniors will maintain a 2.5 or above at the completion of the summer component.
- f. follow up of all senior college level courses/ instructors to assure success in the summer component.
- g. implementation of a summer tutorial program for mandatory for all seniors during the summer component.
- h. all other activities assigned by the director associated with the UB Bridge component.

Q. Other Assigned duties as deemed appropriate by the Upward Bound Director.