

# Denton ISD Adult Education and Literacy Program Navigator Agreement

Your position with Adult Education and Literacy Program is critical to the success of our students, staff and the program. We value the work that you do and understand that you are committed to providing the very best instruction and training options possible to our students through support of our instructional staff, students, community partners, and employers. To ensure that all staff understand their individual responsibilities and provide the best services possible for students, we have created the Navigator position as a liaison between community services, program services and student services. The primary purpose is a support position for students to assist in mitigating their barriers, increase student success through goal achievement, guide to career pathways and provide the best AEL services experience possible. To better communicate these duties and responsibilities to all staff the following agreement is being provided to you. Please read this agreement carefully.

## Attendance

*I agree to:*

- arrive on time as required, be prepared to assist staff as requested or scheduled
- contact my supervisor as soon as possible if I am not able to come to work or will be late
  - assist with any rescheduling of commitments as appropriate
- be aware of and follow the school year schedule for my classroom sites and plan accordingly
  - including weather days, holidays, and other days sites might close
  - if my sites do not have a local set schedule the Denton ISD school year schedule will be followed, and all exceptions will be coordinated and approved by my supervisor

## Duties and Responsibilities

*I agree to:*

- serve as the point of contact for students on matters of career pathways
- assist and/or participate in recruitment efforts as required by my supervisor
- visit all classroom sites a minimum of 4 times per year and follow-up as needed
- keep documentation of all support provided to students
- assist instructional staff and students with understanding of program Career Pathway options
  - develop student presentations and maintain current on Career Pathway options and models
  - develop an understanding of community and partner services for referrals as appropriate
- use TEAMS data to recruit and assist in making appropriate recommendation for Career Pathways
- provide weekly feedback to my supervisor of efforts being accomplished
- participate and assist in coordinating meetings a minimum of once a quarter with all Navigators
- attend program staff meetings as requested by my supervisor
- participate and assist with research and review of Career Pathway options, models and offerings to ensure program compliance with grant requirements as needed
- assist in scheduling of Career Pathway classes
- assist in maintaining student records on Career Pathway interests and program classes
- assist in TEAMS data entry as requested by my supervisor
- assist in screening and pre/post-test assessments of Career Pathway students
- create and maintain a community resources list for students
- assist in forming community partnerships
- support and work with zone staff as needed (integrate into team)
  - coordinate all efforts and work schedules with zone staff and supervisor
- adhere and stay current with all applicable TWC, Denton ISD and AEL policies and procedures
- maintain TEAMS access active and renew P41 annually

## Record Keeping/Communication

*I agree to:*

- maintain positive communication of program and refer any concerns to appropriate supervisory staff
- follow FERPA guidelines regarding student information and records
- check my Denton ISD email at least once a day during work week
  - reply to e-mails as appropriate within 48 hours
- review and use AEL website as a resource tool and make any update recommendations to my supervisor
- comply with payroll submission requirements
  - and understand that incomplete or late submissions may result in delayed payroll disbursement
- report any on duty accidents, security and/or safety concerns to my supervisor within 24 hours

## Instruction/Student Achievement

*I agree to:*

- assist instructors in actively working to engage every student toward their goals and career pathways
- assist instructors in monitoring student gains and meeting career pathway entry requirements

## Professional Development

*I agree to:*

- attend 4 annual Saturday PD staff meeting events as required
- complete the required number of AEL Professional Development hours annually
  - and understand that I may be required to complete more than the minimum annual required PD hours as deemed by my supervisor or program needs
  - and understand that I will be paid a flat hourly rate of \$15 per hour for all required PD hours and understand that I must request approval from my supervisor prior to registering for any Professional Development

I understand this may not be all inclusive of my position expectations but acknowledge having read and agree to comply as a condition of my employment. If I have any questions about my position or program policies, I will contact my supervisor for clarification.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_