

Checklist for Liaison

Prior to the beginning of the LCSD Calendar term through the first two weeks:

- ☐ Formal check-in: collaborate with the teacher to ensure alignment of the course with OCCC outcomes/standards.
- ☐ Discuss the syllabi with the teacher and once both agree, the teacher will submit the syllabi to the liaison. Review the syllabi for content area and make sure it utilizes the correct OCCC template.
- ☐ Submit the final syllabi and documentation of alignment process to the Teams Folder.

At the beginning of the LCSD term:

- ☐ Work with the teacher on registration issues.
- ☐ Work with the teacher to ensure that the attendance process has been completed.
- ☐ Begin working on a content area professional development to present to high school teachers. Collaborate with any other liaisons or faculty members to provide a quality workshop.
- ☐ Schedule the workshop with the high school teachers.

Midway through the LCSD term:

- ☐ Check-in with the teacher regarding withdrawal deadlines for students.
- ☐ Conduct the content area workshop.
- ☐ Schedule an observation with the teacher and complete the observation.
- ☐ Formal check-in: general check-in, questions, concerns, guidance on assessments. Submit documentation of this check-in to the Teams folder.

At the end of the LCSD term:

- ☐ Remind the teacher to administer the end-of-course surveys.
- ☐ Work with the teacher to ensure that grades have been submitted. Some liaisons choose to enter the grades themselves.
- ☐ Formal check-in: review of the term and looking forward to next term. Submit documentation of this check-in to the Teams folder.