

## **Dual Credit Support Teachers** **Summary of Essential Tasks**

### **Summary of Key Responsibilities:**

As a new **dual credit support teacher (DCST)** your main responsibilities include:

- being present during dual credit (DC) classes—in person or online
- taking and following up on attendance;
- liaising with guidance, student success and/or administration regarding issues with students (attendance, progress, behaviours, etc);
- assisting students with course related work and possibly with work related to courses they miss while attending the dual credit;
- troubleshooting transportation issues, and;
- completing data reporting and report card requirements

Please refer to your board's job description for a full list of roles and responsibilities.

As you progress through the semester you will be notified by your board representative or the Central Lakes Regional Planning team (CLRPT) office of tasks that need to be completed, including FOI forms, exit surveys, year-end celebrations, data reporting. You will be provided with instructions on how to complete these tasks.

### **Dual Credit Start Up:**

- Usually the new DCST will meet with their school board representative, who is responsible for your initial orientation. You will be asked for your full name, date of birth, mailing address, and phone number so you can be set up in Georgian College's student information management system (Blackboard).
- Mandatory attendance at the dual credit teacher and faculty forum the week before classes begin (February 11, 2021; April 18, TBA).
- Meet with your DC faculty member at forum or via phone. She/he teaches the course, provides evaluation and marks. Planning for the first week of classes, discussion about your role in the classroom, and logistics of start-up will be discussed.
- Become familiar with the [Central Lakes](#) website and [Student Tool Kit](#). This Tool Kit includes an open access video about accessing Blackboard, the college learning management system, that students should view
- Contact Referring Educators (person responsible for the student in their home high school) in participating schools to let them know you are the DC support teacher and to provide your contact information to them.
- Make contact with your DC students before the course begins, either in person or via telephone, to ensure they are aware of the first class, pick up times and any other course specific information.
- Prepare all first day paperwork (personal information form, [over 18 form](#), transportation form, DCST introduction document, blackboard handout). Please note, these forms are board specific and will be given access at your initial meeting with your board representative.

## **Class Procedures**

### ***Transportation issues:***

- Late bus/taxi, missed stops:
  - liaise with co-terminus board's DCST regarding issue;
  - call transportation provider directly to troubleshoot
  - once issue is resolved send Michelle Rao a summary email of the issue and its resolution for documentation and reference purposes.
- Any permanent changes to the route must be made by the College. Please suggest modifications to Michelle Rao.
- Behavioural issues should be communicated directly with the school and board administrators for resolution; please notify your board lead of issues, as well.
- Transportation lists will be shared with you by your board lead

### ***Checklist for first class/introductory items:***

- Introduce yourself to the class and provide overview of your role.
- Distribute first day paperwork package; implement a plan/schedule for return of completed and/or signed forms.
- Distribute textbooks and binders.
- Collect contact information from students (use your board's personal information form).
- Consent forms for Night School: obtain forms from participating boards (for example, courses overseen by SMCD SB will require forms to be signed by SCDSB and/or TLDSB).
- Issue, have signed, and collect the transportation agreement (board specific).
- In collaboration with your college faculty, ensure a computer lab is booked for week 2; you and/or the college instructor must introduce Blackboard to students (resource: [blackboard student handout](#)).

### ***Weekly Tasks:***

- A few days before class notify students via text or Remind app of work required for next class.
- Deal with any ongoing/occurring transportation issues (late bus/taxi, missed stops, etc.).
- Keep board representatives informed of progress, "red flags", or any on-going issues within the course.
- Track student attendance.
  - If a student is absent without notification, contact the student/parent at the beginning of class. If you cannot contact the student, contact the referring educator at their home school ASAP.
- Track student assignment completion and academic progress.
- Meet with students to monitor their academic progress and implement interventions.
- Meet with college faculty to discuss student progress and concerns.
- Work with faculty to identify areas where remediation may be required.
- Provide academic progress information to referring educator/guidance/student success at home school.

- Ensure students sign FOI forms when complete at mid-term; facilitate the completion of the Exit survey and returned to Michelle Rao's office (full instructions will be provided).
- Organize a celebration on the last day of the course (full instructions will be provided).

### ***Student Withdrawals***

- There are two parts to a student withdrawal: withdrawal from Georgian College and withdrawal from the class at the secondary school level.
- To withdraw a student from Georgian College, and to avoid a permanent mark on the college transcript, the withdrawal must be done **prior to the date provided—March 22 for Winter 2021** for full semester courses and **prior to the start of the second class—exact date to be confirmed** for spring compressed courses.
- A signed [withdrawal form](#) **must** be completed. The completed withdrawal form must be **sent to your board lead** for processing. If you are unable to get a student signature please contact the student's guidance office for assistance.
- Your board lead will make sure the withdrawal happens at the secondary school level by notifying guidance and/or the office.

### ***After Course is Complete***

- Complete the DC data collection form (full instructions will be provided mid-semester).
- Complete student final marks entry as per your board's reporting policies and software. Please discuss with your board lead for correct procedures.

**The following contact information will be provided to you by the start of the course:**

- transportation provider(s)
- referring educator(s)
- student contact Information
- room allocation - see [www.centrallakes.ca](http://www.centrallakes.ca)

**College and Board Contacts: [Contact List](#)**

**See [Centrallakes.ca](http://Centrallakes.ca) for updated information**  
**See updated dates and [Key information](#)**