2014-15 EXPLORE Program
District Liaison (DL)
Roles and Responsibilities

Role
The Liaison, who is designated by the District Superintendent (or Charter Holder as applicable), is responsible for working closely with participating School Principals and their staff to ensure successful administration of the Arizona EXPLORE Program in partnership with NAU GEAR UP. The District Liaison is responsible for disseminating all information from NAU GEAR UP EXPLORE Program to all the College and Career Coaches at each school in the district.

Responsibilities

- **On or before August 1, 2014,** communicate and disseminate information regarding the EXPLORE Program to principals at participating schools within the district, including the expectation that principals:
  
  a) identify an individual at each school to perform the role and responsibilities of the College and Career Coach at the school, and
  b) decide upon a testing date(s) within the October 1–October 24, 2014 testing window.

- **The District Liaison is the direct point of contact for the NAU/GEAR UP Program and will communicate all information and correspondence regarding the EXPLORE Program to all College and Career Coaches in their district.**

- **Participate in Pre ID Label Ordering Webinar on September 3 (recorded link will be available). Pre ID Ordering opens on September 4, 2014 and must be completed on or before September 10, 2014.**

- **Participate in test administration webinar (September 17, 2014).**

- **Participate in training on interpretation and explanation of EXPLORE results to students and parents:**
  
  a) **Experienced** District Liaisons who have attended at least one Regional Workshop in the prior three years, view a ‘refresher’ webinar between December 10 and January 2015.
  
  b) **New** District Liaisons participate in a Regional Workshop in January 2015.

- **Provide support to EXPLORE College and Career Coaches in the development of PreECAPS and to receiving high school staff, as needed, to facilitate use of EXPLORE results in conjunction with high school course registration and development of ECAPS (December 2014 - April 2015).**

- **Collect EXPLORE School Reports from College and Career Coaches and submit to NAU (April 30, 2015).**

- **As requested, provide information to NAU to aid in continuous improvement and evaluation of program (April 30, 2015).**

- **Participate in annual EXPLORE Summit (June 2015).**