

SITE SPECIALIST RESPONSIBILITIES TO SCROP

ROP AWARENESS	ADVISORY COMMITTEES
<ul style="list-style-type: none"> ● Set up SCROP displays on campus. ● Back to school nights ● Middle School feeder schools ● Submit a story to the SCROP Office every other month – of SCROP student/teacher success, and submit picture, if possible (or call SCROP Office to take the picture when story is happening.) ● Schedule grade-level class visitations to discuss SCROP and disseminate information ● Distribute SCROP information at parent meetings. 	<ul style="list-style-type: none"> ● Disseminate SCROP advisory committee information, including time lines of designated activities. ● Submit to SCROP all advisory committee information requested. ● Assist teachers in process: <ul style="list-style-type: none"> -identify possible industry partners -identify possible meeting locations -copies of forms, etc. ● Notify SCROP of date, time and location of Advisory Committee meetings. ● Attend at least one advisory meeting each semester and prepare the minutes for the meeting in conjunction with the ROP instructor. ● Review Advisory Committees Activities/Procedures
JOB SEARCH PLACEMENT	MEETINGS/ATTENDANCE
<ul style="list-style-type: none"> ● Provide computer information, i.e., job opportunities, job search skills. ● Provide job search/resume/job retention information and materials. ● Assist teachers/work experience coordinator in student placement activities. 	<ul style="list-style-type: none"> ● Attend SCROP specialists meetings ● Visit SCROP Office once a week to collect/drop off materials/info. ● Attend counselor meetings as required. ● Hold or attend SCROP teacher meetings on-site and off-site. ● Attend appropriate inservices and conferences. ● Attend Operational Committee meetings, if on-site. Attendance is optional, if off-site.
ROP CURRICULUM	LIAISON
<ul style="list-style-type: none"> ● Assist with or maintain an appropriate level of awareness, involvement, class activities, and projects as appropriate. ● Visit ROP classes on a regular basis. 	<ul style="list-style-type: none"> ● Liaison between school site and SCROP Office. ● Refer students to outside agencies/special programs.

BUDGET/SCHEDULE	ROP ENROLLMENT
<ul style="list-style-type: none"> ● Assist in the development of SCROP site program schedule. ● Assist in the development of the site SCROP program budget. ● Assist in the monitoring of SCROP budgets. ● Assist in the development of new SCROP programs. 	<ul style="list-style-type: none"> ● Provide SCROP information to students, community, parents, and other interested partners. ● Enroll students in district and off-site programs. ● Provide a list of interested students to counseling/guidance office. ● Provide bus tickets, when needed. ● Provide program information to students expressing interest in SCROP courses.
ATTENDANCE/CERTIFICATES/ GRADES	CAREER AWARENESS
<ul style="list-style-type: none"> ● Work in partnership with SCROP staff to complete monthly attendance reports. ● Complete follow-up documentation. ● Maintain log of attendance materials. ● Submit grade reports (where required). ● Assist with completion of SCROP certificate process. ● Maintain Lab, CC/CVE information and documentation. 	<ul style="list-style-type: none"> ● Disseminate career information. ● Provide computerized instruction/information on career/college scholarship materials.
EQUIPMENT INVENTORY	
<ul style="list-style-type: none"> ● Process purchases and paperwork for equipment and log equipment as needed at your site (per LEA procedures.) ● Annual follow-up verification of site inventory. 	

Please contact us regarding any ROP success stories at your site!