Omaha Public Schools
Department of Curriculum, Instruction, and Assessment
Career Education Dual Enrollment Expectations

Components that are critical to the success of our Career Education Dual Enrollment (DE) program include a strong commitment from the district, building administration, curriculum specialists/department heads and DE teachers who are dedicated to providing a college level experience with college credit-bearing opportunities to high school students. The following outlines expectations at all levels.

**Dual Enrollment District (Career Education Division) Expectations**

- Provide the role of Career Education Dual Enrollment (DE) district coordinator/ liaison.
- Liaison to facilitate collaboration between the partner institutions (college and universities) and OPS high schools.
- Liaison between Curriculum, Instruction, and Assessment (CIA) content supervisors and directors providing knowledge of opportunities, current trends, issues, and information from the State Dept. Ed, State Legislation, HLC, NACEP, & College Board.
- Liaison to provide DE performance data to each high school.
- Conduct DE Building Coordinator meetings with Building coordinator/designee from each high school each enrollment period.
- Communicate with DE high school instructors throughout the year.
- Provide information on course updates and oversee training opportunities.
- Encourage and recruit new DE teachers to enhance DE opportunities.
- Provide CIA content supervisors yearly access to DE data.

**Dual Enrollment High School Expectations**

- Building administration provides the leadership to strengthen their DE opportunities.
- A high school staff member is appointed to the role of Career Education DE Building Coordinator. The coordinator will communicate, submit building data, and request necessary support for DE to district coordinator.
- The DE Building Coordinator should support DE teachers with coaching visits 2 times each month.
- A Dual Enrollment core team comprised of DE coordinator, Building Data Specialist, department heads, counselor(s), administration and DE teachers should meet once a year to discuss all aspects of DE. This core team oversees:
  - Yearly meeting with DE instructors to provide an avenue to review and reflect on their teaching, DE success rate, and other aspects of teaching DE.
  - New DE instructors complete the adjunct faculty application and approval process.
  - Administration, downloading & compiling DE data to analyze and reflect based on the district goals to strengthen a school’s DE program. The team looks for trends, based on data provided by Career Education each year.
  - Provide parent/guardian communication on all aspects of DE.
  - Design a plan to add DE courses and provide vertical alignment to each course.
  - Provide an avenue to celebrate DE scores and DE scholars.
Dual Enrollment Teacher Expectations

- New DE instructors will be expected to complete the adjunct teacher application and online approval process prior to the start of the semester to enable partner institutions to have course information in proper order. Returning instructors will confirm current adjunct faculty status at institution; resubmit application if necessary and review course information for possible curriculum updates (i.e., course guides, textbooks, etc).
- Teachers familiarize themselves with MCC or UNO (institution of dual enrollment) website and communication platform for course information and support regarding courses. Check sites frequently for updates and changes.
- Each semester record DE data (student name, course name/number, successful completion, drops, etc) from course and inform curriculum specialist/department head/building DE coordinator of data.
- Submit Grades to partner institution on assigned due date. Partner Institutions and District DE Coordinator can provide reminders of grade submittal process and recommended practices.
- If communicating directly with the partner institution, please cc or forward the correspondence to district DE coordinator.
- Provide class time for District DE Coordinator or College personnel to message the dual enrollment opportunity, provide students with DE informational brochure and post notices on teacher websites.
- Provide a student-friendly syllabus to District Dual Enrollment Coordinator and post on teacher website.
- Take advantage of the resources from institution, i.e., course guides, supplemental material, online/e-learning platform, etc.
- Prepare lessons using the Gradual Release of Instruction; differentiate instruction to meet the needs of students.
- Create a classroom culture, through daily teaching, where students are confident and prepared to successfully earn college credit.