

Advance College Academy (ACA)
Guide to Roles and Responsibilities of College and School Division Personnel

ACA Director

- Serve as key point of contact between Reynolds faculty, staff, and administration and host high school ACA coordinators.
- Provide administrative support and leadership for internal ACA meetings as well as joint meetings between ACA planning groups that include school division partners.
- Provide leadership for submission of documents required to satisfy HB1184, including but not limited to ACA Attachments to annual dual enrollment contracts, articulation agreements, and operational templates for offering programs.
- Coordinate and implement workshops between college faculty liaisons and corresponding high school faculty members for mentoring and preparation to teach college courses.
- Serve as a liaison between college deans and program heads, ACA faculty liaisons, and the high school faculty members teaching in the program.
- Work with VP of Academic Affairs and VP of Policy and Institutional Effectiveness to obtain SACSCOC approval to offer ACA programs off campus and to ensure continued accreditation.
- Monitor adherence to NACEP accreditation standards and requirements.
- Collaborate with host high school ACA Coordinators on recruitment, selection, and public recognition of ACA students.
- Represent college at information nights and open houses for ACA programs as needed.
- Maintain currency and accuracy of Reynolds' ACA website.

School Deans

- Establish course equivalency of all Reynolds courses taught at host high schools.
- Ensure host high school faculty members are properly credentialed to teach the college courses they have been selected to teach.
- Represent college at information nights and open houses for ACA programs as needed.

ACA Career Coach Coordinator

- Supervise ACA career coaches, and develop materials needed for ACA career coaches in collaboration with them.
- Coordinate VPT-English and VPT-Math testing for ACA students.
- Share VPT-English and VPT-Math results with ACA career coaches, school counselors, and school district coordinators.
- Work with Student Affairs to ensure college services are readily available to ACA students.
- Develop and sustain a model for student success in the context of the ACA model.
- Represent college at information nights and open houses for ACA programs as needed.

Coordinator of Dual Enrollment

- Provide administrative support for placement testing and registration of ACA students in JSRCC courses as needed.
- Assist ACA Director with monitoring NACEP accreditation standards and requirements.
- Establish and communicate procedural deadlines to school divisions.
- Represent college at information nights and open houses for ACA programs as needed.

ACA Career Coach

- Provide career coach services to students in the ACA at the host high school.
- Submit interim and final evaluation to VCCS coordinator of career coaches as requested annually.
- Collect signed Change of Curriculum forms and Residency Forms from ACA students.
- Submit enrollment documents to the Office of Dual Enrollment for ACA students each semester.
- Participate in annual Career Coach Academy as instructed by the Director of Outreach and Recruitment.
- Assess and support the plans of ACA students to transition to baccalaureate-granting institutions after graduation from the Reynolds ACA.
- Represent college at information nights and open houses for ACA programs as needed.

School Division Roles and Responsibilities

- Sign articulation agreement with college to document ACA offering in the school division.
- Identify an on-site coordinator at each host high school who will be point person for contacts with the Reynolds ACA Director.
- Collaborate with JSRCC personnel on recruitment of ACA students.
- Monitor, assess and administer selection process of ACA students.
- Provide the ACA Career Coach a roster of each cohort of ACA students at the beginning of each academic year.
- Provide the ACA Career Coach with logistical assistance to muster cohorts of ACA students for regular mandatory meetings.
- Provide the ACA Career Coach class rosters for each section of each Reynolds ACA course offered each semester.
- Inform families of dates and locations for college-wide program placement testing and other important Reynolds ACA events.
- Comply with requirements for faculty credentialing.
- Comply with deadlines established by the Coordinator of Dual Enrollment.
- Comply with requirements for ensuring course equivalency of college courses taught at host high school.
- Provide ACA Career Coach with access to high school transcripts, SOL scores, and signed course request forms.

NOTE: Qualified high school teachers who are assigned ACA college courses need to comply with college requirements of all Reynolds faculty to post syllabi, office hours, and final exams to SharePoint, to submit grades on SIS, to keep course materials on Blackboard, as well as to complete required professional development exercises (e.g., attend orientation, complete MOAT certification, Emergency Preparedness training and Sexual Harassment training).