

STARK STATE COLLEGE

College Credit Plus High Coordinator Responsibilities

Completed?	INSTRUCTION OF PROCESS
	The following items are listed in order based on completion • Check both the CCP Adjunct and CCP Supporting Teacher checklist(s) to be aware of the application process and to make arrangements for orientation for adjuncts and/or supporting teachers • Coordinate with CCP office to verify enrollment and to establish necessary sections for each course • Verify the CRN for each section and if it's designated for CCP only or CCP and non-CCP • Staff each section, as needed, including in-person and online sections • Load CCP adjuncts and supporting teachers into Banner • Arrange and/or conduct all orientations (adjunct/supporting teacher) prior to the start of the semester • Provide mentorship and oversee they are meeting deadlines of early alerts, midterm and final grades, etc.
	REMINDERS
	• Arrange ongoing mentorship for CCP adjuncts • Conduct required classroom observations • Hold at least one (1) professional development session per academic year for both adjuncts and supporting teachers • Attend additional meetings as requested • Remind online instructors to add supporting teachers into Brightspace courses – Instructions on how to do this step can be found in MySSC under HelpDesk guides • Use adjunct and supporting teacher's high school emails for communication • Forward important SSC email to their high school email (NA's, early alerts, midterm and final grades, etc.) • Anything else deemed important and necessary for the success of the CCP adjuncts and supporting teachers