Expository Writing Program

Department of English

Date: April 2, 2019

To: English Graduate Students

From: Candice Rai, Director

Expository Writing Program

**Subj: Liaison Position for the UW in the High School Program**

The Expository Writing Program invites applications for one liaison positions for the UW in the High School Program. Through the UWHS program, EWP courses are taught by high school teachers throughout Washington State for college credit. EWP Liaisons for the UWHS program offer training and support for these teachers, and serve as contacts between EWP, UWHS leadership, and the teachers in the program. A description of the Liaison position follows this letter.

Each year, we generally have three liaisons. Two individuals serve as liaisons for one quarter of the academic year and teach two quarters; one individual serves as the lead liaison for two quarters and teaches one quarter. Liaison duties include high school class observations, and facilitating one portfolio norming sessions and two orientations for UWHS teachers on the UW campus. The liaisons receive extra compensation for travel, and for on-campus training and norming sessions.

The liaison positions provide an excellent professional development opportunity for anyone interested in curriculum development, equity pedagogy, teacher training, outreach to and partnership with public schools, and articulation between programs. Past liaisons have found that the position provides them with an additional set of resources for the job market, and a deeper understanding of the high school experiences of some UW students. Certainly, being a liaison is no guarantee that you will get the job of your choice, but for those interested in pedagogy, teacher training, and/or administration, this position provides invaluable experience.

Contingent on funding and departmental TA renewal, we hope that liaisons will serve for two years, taking on a leadership position in the second year. Applicants generally need to have two remaining years of renewal eligibility.

In order to apply, please email a 1-2 page cover letter, as well as a c.v., to Jacob Huebsch at [jhuebsch@uw.edu](mailto:jhuebsch@uw.edu) and to Candice Rai at [crai@uw.edu](mailto:crai@uw.edu) by **Friday, April 26, 2019 by 5:00 p.m**. ***Letters should include the following***: 1) an explanation of your interest inand your qualifications for the position(s); 2) your philosophy/approach to peer mentoring and/or teacher training; and 3) any leadership experience you have designing/completing complex collaborative projects.

Selected applicants will be invited for interviews scheduled during the week of April 29 or May 6, 2019. Applicants will be notified of appointments within one week of the interview.

If you have any questions, please feel free to get in touch with me at [crai@uw.edu](mailto:crai@uw.edu); with one of the current liaisons, Alycia Gilbert at [amgilb@uw.edu](mailto:amgilb@uw.edu), Kathleen Reeves at kreeves2@uw.edu and Jessica Holmes at holmes07@uw.edu; or with Associate EWP Director/UWHS faculty coordinator Elizabeth Simmons-O’Neill at [esoneill@uw.edu](mailto:esoneill@uw.edu).

**Job Description for UW in the High School Liaison**

**UWHS LIAISON DUTIES:**

* Serve as the contact between the University of Washington’s Continuum College, the Expository Writing Program, and the high school teachers who teach in the UW in the High School Program. Maintain necessary contact with the teachers over the year.
* Visit classes at Washington high schools to observe students and teachers in the program. Travel expenses are paid.
* Report observations in writing to UWHS teachers observed, to Continuum College, and post in UWHS English Team Drive.
* Meet periodically with the UWHS English team (Liaisons and the EWP UWHS Faculty Coordinator)
* Plan and facilitate both English 131 and 111 instructional training sessions for high school teachers as well as a Winter Quarter portfolio norming session. This usually means one day in the fall, one in winter, and two (one afternoon and one full day) in spring.
* Participate in EWP staff meetings and subcommittees, as well as in ongoing and new EWP projects
* Develop, share, and coordinate teaching and program resources among EWP staff and teachers and among UWHS teachers

**LEAD LIAISON DUTIES:**

In addition to the duties of the liaison, the lead liaison is responsible for:

* Mentoring incoming liaisons.
* Coordinating training and other program activity responsibilities with the UWHS Faculty Coordinator
* Tracking the total number of UWHS observations to be completed each quarter and year and facilitating scheduling all observations by all Liaisons and Faculty Coordinator
* Completing more observations than other liaisons with an emphasis on districts requiring the most travel time (to be negotiated with the team).
* Designing/carrying out special UWHS projects (e.g. institutional history projects, creating teacher resources, coordinating UWHS materials with EWP resources, posting materials to Team Drive and UWHS teacher landing page on the English Department website etc.).