



Developing Sustainable Teams

Postsecondary Leadership Team: Responsibility Chart

A sample chart from Julian High School that shares how the school community approaches postsecondary programming by illustrating various tasks and corresponding stakeholders. The chart is a great way to check in as a team on how work is being prioritized as well as promoting mutual accountability.



Postsecondary Leadership Team: Responsibility Chart

Sample from Julian High School

KEY: Lead

Responsibilities

Inform Support

Beasley-Green
Bird
Brown
Bradford
Brumfield
Hobson
Jones
Kay
May
Pittman

Student Postsecondary Advising										
In Advisory (homeroom), monitoring student engagement in the postsecondary process and creating interventions when necessary	L	I	S	S	I	S	L	L	S	L
Individually advising students in your cohort about postsecondary options	L	I	S	L	I	S	L	L	S	S
Sending college application documents (transcripts, fee waivers, SAT/ACT, school profile, etc.) for students in your cohort	L	I	I	S	I	L	S	L	L	S
Collecting and tracking acceptance and award letters, FAFSA correspondence, and other documents from students in your cohort	L	I	I	L	I	S	L	L	L	S
Unifying Schoolwide Voice: Staff and Students										
Planning and implementing postsecondary events for students in your cohort or schoolwide	L	I	S	L	L	S	L	L	S	L
Aligning the collaborative efforts of Julian partners (BAM, WOW, GearUp, and OneGoal) as they relate to postsecondary work	L	S	S	L	I	S	L	I	S	L
Planning and implementing professional development opportunities for staff to learn more about postsecondary advising, how to use Naviance (software program), and the work of the Postsecondary Leadership Team (PLT)	L	L	L	I	L	S	S	S	S	L
PLT Leadership										
Facilitating meetings (agenda, minutes, process observation, etc.)	L	S	S	S	I	S	S	L	S	S

