

Graduation Coach

JOB DESCRIPTION

Job Title: Graduation Coach

Supervisor: Building Principal

Classification: Classified

Days/Months: 9 months

General Responsibilities:

Assist in developing, promoting, implementing and monitoring a Graduation Success Program. Develop positive relationships with school staff and families while providing aid and support to school administrators, teachers and other school staff in strategies to promote graduation success.

Essential Functions:

Assist school teams to identify high risk students, provide assessment, intervention strategies and referral information to students and/or parents. Aid in the implementation of identified strategies.

Assist school leaders in identifying eligible students and facilitating Advanced Placement courses.

Maintain and facilitate communication between the building principal, teachers and other resource staff on graduation success/intervention methods and results.

Communicate effectively and diplomatically during in-person, telephonic, and/or home visit contacts with students, teachers, parents, volunteers and community agency personnel. Provide outreach and follow up support to students and families.

Create and maintain confidential program records and organizational system. Compile data, input information and provide monthly statistics of student/parent contacts, student goals, objectives and progress.

Identify and monitor students who have dropped out and encourage re-engaging in school.

Participate in a graduation success program evaluation.

Participate regularly in staff and team meetings, in-service programs, workshops and seminars.

Other duties as assigned.

Supervision Received and Exercised – Oral and written instructions from the building principal

Evaluation - Annual written evaluation by building principal.

Qualifications - Education: Bachelor's degree.