



T U L S A

PUBLIC SCHOOLS

Job Title: Coordinator of Graduation Success

Department: Student and Family Support Services
Reports To: Senior Director of Student Engagement
Grade: BG-07
Number of Days: 12 Months
Security Access: District
Current Date: April 12, 2016
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Student and Family Support Services provides data driven, multi-tiered prevention and intervention services for students, schools, and families to address the social, emotional, behavioral, health, and safety needs of all students.

Supports the district's efforts to raise student graduation rates and decrease dropout rates through remediation and tiered interventions targeted toward proficient performance on assessments required for graduation as mandated through the Achieving Classroom Excellence (ACE) state legislation, district policy, and TPS graduation strategies.

Minimum Qualifications:

- Master's Degree
- Secondary School Counseling Certification (or)
- Secondary School Administration Certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

The graduation success coordinator is expected to communicate effectively with students, educators and community members; understand the resources available to students at-risk; identify and implement strategies that reduce at-risk behaviors; analyze and utilize data to impact student progress; and act as an advocate for struggling students. The following duties are representative of performance expectations.

- Identify students at-risk of failing to graduate /dropping out and/or those who already have and identify needed tiered interventions and barriers to their success.
- Assemble community resources to support at-risk of failing to graduate /dropping out.
- Assist school sites and students at-risk of failing to graduate /dropping out schools in the transition between grades and/or programs.
- Collaborate with school personnel to monitor and assist student graduation plans and remediation services for at-risk students failing to meet high school graduation requirements.
- Communicate and coordinate with district and site administration to identify best practices for school counselors.
- Provide monthly communication and/or meetings with school counselors.
- Provide training and development for new school counselors in ACE requirements and graduation completion strategies.
- Communicate effectively with students and parents, to articulate desired graduation outcomes.
- Work closely with both ACE high schools and middle schools by supervising and supporting their ACE tutoring programs; Identifying needs, answering questions, and providing information and training regarding ACE remediation services and resources.
- Coordinate with Federal Programs to approve both high school and middle school ACE remediation plans and budgets.
- Manager of PM summer school Edgenuity program for grades 9-12.
 - Collaborate with Tulsa Summer Institute
 - Collaborate with Tulsa Learning Academy Edgenuity Manager
 - Recruit TPS administrators, teachers, and teacher assistants for summer school site
 - Organize class rosters per summer school site
 - Monitor PM summer school personnel
 - Coordinate with federal programs and payroll for personnel compensation
 - Provide PM summer school training

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Coordinate and facilitate remediation workshops, resources, and programs for non-graduating seniors—WorKkeys, etc.
- Compile and submit for board review ACE implementation plan.
- Compile and submit ACE remediation quarterly and annual state reports.
- Coordinate and communicate ACE compliance mandates and all documentation pertaining to ACE standards per the Oklahoma State Department of Education.
- Collaborate with Community Outreach Partners to assist in the development and delivery of additional student resources.
- Fill duties as requested by site administration and district level leadership.

Supervisory Responsibility: Does not directly supervise any individuals.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office environment

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.