



Job Title: Graduation Coach

Department: Federal Programs & Special Projects
Reports To: Site Principal
Grade: Teachers' Salary Schedule or BG-05 Depending On Teacher Certification
Number of Days: Teachers' Schedule + 5 Days
Security Access: N/A
Current Date: February 17, 2015
Overtime Status: Exempt

Position Summary: Support at-risk middle and high school students through the use of an early warning system to prevent drop-outs and ensure students stay on-track to graduation. Identify and resolve barriers to graduation and facilitate smooth transitions through critical transition points. Identify and collaboratively address school climate issues that may contribute to disproportionate drop-out rates.

Minimum Qualifications:

- Bachelor's Degree

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Utilize early warning indicators to identify middle and high school students who are most at risk of not graduating.
- Collaborate with school leaders, counselors, and teachers to develop systemic strategies to identify and support students.
- Develop and implement individual intervention strategies and graduation plans to increase the likelihood that these students will stay in school and graduate.
- Coordinate transitions and monitor schedules for identified sixth/seventh or ninth graders to help them successfully adapt to the rigor of middle or high school.
- Develop an induction program to support students in acclimating to and finding success in a new school environment.
- Provide professional learning for middle and high school faculty regarding effective early intervention, warning signs, and support strategies.
- Link at-risk youth with appropriate social agencies and resources.
- Communicate regularly with parents of at-risk students.
- Develop mentoring and tutoring programs for at-risk students.
- Develop partnerships with community organizations and social agencies to support the goals of the graduation initiative.
- Identify and monitor students who have dropped out and seek alternative graduation possibilities.

- Collaborate with school leadership to identify and address school climate issues which may push students to drop-out.
- Develop and implement graduation plans.

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

- Sound knowledge of appropriate strategies for reducing behaviors that put students at risk of not graduating from high school.
- Strong verbal and written communication skills.
- Willingness and ability to effectively collaborate with teachers, leaders, parents, students, and district personnel.
- Expertise in working with at-risk students.
- Collect and analyze data from a variety of sources, make recommendations and plans based on data, and evaluate results of data-driven plans.

Supervisory Responsibility:

- None

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

- Standard school environment.

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