



Job Title: Secondary Graduation Coach

Reports To: Building Principal

Grade: BG-03

Number of Days: 186

Security Access: Building

Current Date: June 27, 2013

Overtime Status: Exempt

Job Objectives: To provide assistance to identified middle school and high school students, individually and in groups, which includes but is not limited to analyzing data to identify students or subgroups with potential high school graduation problems, including math course completion; planning, implementing, and tracking individual high school graduation plans; identifying and resolving barriers to graduation; and facilitating smooth transitions from middle school to high school.

Minimum Qualifications:

- Must hold a minimum of Bachelor's Degree.
- Relevant work experience with middle and high school students
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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

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.

PERFORMANCE RESPONSIBILITIES:

- 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 ninth graders to help them successfully adapt to the rigor of high school.

- Conduct meetings among the middle, and high school faculty and staff to develop action steps to improve individual student and subgroup transition success rate.
- Identify and link at-risk youth with area social agencies.
- Track the progress of individual and subpopulations of students as they progress toward graduation.
- Communicate regularly with parents of students identified as being at risk of not graduating.
- Provide training to middle school and high school teachers on support measures that work with identified youth.
- Collaborate with faculty, administrators, and curriculum department to adapt curriculum and instruction to meet the needs of identified at risk students.
- Develop partnerships with community organizations to support the goals of the Graduation Initiative, including mentoring and tutoring.
- Conduct and analyze on-going formative and summative evaluation data of program effectiveness.
- Provide and/or submit reports as scheduled and requested. 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.
- Create/implement strategies to effectively transition students to ninth grade through orientations and peer programs.
- Perform other related duties and responsibilities as requested by the Principal.

Community Service/Public Services

- Conducts 100% of assigned public relations activities in accordance with directed timeline requirements to include distribution of brochures, posting of flyers, presentations to community groups, etc. to enhance public awareness of the high school.
- Develop, create and organize all college and career readiness activities in 8-12th grade.
- Build professional relationships with post-secondary schools; conduct campus visits and create campus tours for all students within grades 8-12.

Skills and Abilities Required: To perform this job successfully, an individual must have working knowledge and experience in:

- Must possess at least three years successful experience working with secondary at-risk students and working knowledge of appropriate strategies for reducing behaviors that put students at risk of not graduating from high school.
- Ability to communicate effectively with youth and adults; Ability to analyze, develop, implement, and track intervention plans and strategies. Must possess an understanding of the multiplicity of social services available in the community to support students at risk of not graduating.
- Must possess ability to communicate effectively verbally and in writing.

- Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.
- **Computer Application(s)**
 - Internet Explorer; Microsoft Excel; Microsoft Outlook; Microsoft Word; Microsoft PowerPoint; Windows Operating System.

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.

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