

**Graduation coaches are stationed in Ashley, Hoggard, Laney and New Hanover High Schools. Their essential functions and responsibilities are:**

1. Provide support directly to students who need support to graduate.
2. Identify and monitor students who are struggling to be successful in school using all available data sources.
3. Advocate on behalf of individual students in order to make systems work for student success.
4. Assist with the design and implementation of strategies to improve school attendance.
5. Guide students to appropriately access school credit recovery programs.
6. Recruit family, adults and peers to support the graduation journey of individual students.
7. Perform graduation needs assessment for entire school to identify school-wide graduation support needs and appropriately customize services to meet identified needs.
8. Screen/triage/refer students for community emergency shelter, health, security and other necessary services. Collaborate with school social workers and school counselors and other service providers to mitigate emergency situation impacts on students.
9. Analyze LEA non-traditional and alternative high school options as well as community college and other educational options in order to make appropriate referrals.
10. Design and implement withdrawal process that both supports student success and improves student graduation rates.
11. Manages peer programming (peer mediation, SAVE, SADD, TATU, ATS, etc.) to include a graduation support/mentoring focus especially with upperclassmen mentoring freshman as well as high school students supporting middle/elementary school students.
12. Smooth student transitions to 6<sup>th</sup> grade and 9<sup>th</sup> grade.
13. Recruit administrative support to design strategic class schedules that meet individual student needs.
14. Focus community on recruiting mentors for students and Community Coaches who adopt the school on behalf of private businesses and consult/train with other LEAs in refining Graduation Coach services
15. Manage required school graduation reporting such as the NCDPI's Dropout Report. This includes identifying the appropriate NCWISE Withdrawal description for the reason why a student dropped out or was dropped after 10 days of consecutive absences.