## **Graduation Coach** New Hanover County Schools

#### **Job Description**

Category: Classified Dept: Student Support Services

TITLE:		Graduation Coach
QUALIFICATIONS:	1.	Four-Year College degree required, preferably in a youth- services related field, from a regionally accredited College/University.
	2. 3.	Comprehensive experience with a variety of responsibilities, in public schools or youth services. Significant mentor/leadership experience with youth.
<b>REPORTS TO:</b>		Principal
JOB GOAL:		To reduce the Drop-Out Rate and increase Cohort Graduation Rate for the New Hanover County School System.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- 1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school issues.
- 2. Identify, monitor and provide service to students who are struggling to be successful in school using all available sources including monitoring both academic and nonacademic data sources.
- 3. Advocate on behalf of individual students in order to best meet their unique needs; assist with the design and implementation of strategies to improve school attendance.
- 4. Guide students to appropriately access school credit recovery programs; recruit family, adults and peers to support the graduation journey of individual students.
- 5. Perform graduation needs assessment for entire school to identify school-wide graduation support needs and appropriately customize services to meet identified needs. Attend and assist with traditional and summer graduations.
- 6. Screen/triage/refer students for community services in collaboration with student support and other providers to mitigate emergency situation impact on students.
- 7. Analyze LEA non-traditional and alternative high school options as well as other educational options in order to make appropriate referrals.

- 8. Implement withdrawal process with fidelity in order to support student success and improvement in student graduation rates.
- 9. Manage peer programs as directed by administration and include a graduation support/mentoring focus especially with upperclassmen mentoring freshman as directed by the administration.
- 10. Create/implement strategies to effectively transition students to ninth grade through orientations and peer programs.
- 11. Manage required school graduation/dropout reporting.
- 12. Collaborate with school social workers, counselors and other stakeholders to determine reasons for students withdrawing from school and ensure accurate coding in appropriate data bases, and lead graduation cohort team meetings within the school.
- 13. Perform other related duties and responsibilities as requested by the Principal.

# The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment:	Ten month work year/At Will/ FLSA Non-Exempt
Starting Salary and/or Grade:	Grade 67

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

## Knowledge, Skills and Abilities:

- Knowledge of North Carolina Standard Course of Study, youth development and behavior management (prevention/intervention).
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability and technical skills to retrieve and analyze student data.
- Knowledge of educational, career and other community resources.
- Knowledge of laws, policies and procedures with respect to student safety, security, confidentiality and ethical practice.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and students.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.