



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.