

JOB DESCRIPTION

JOB TITLE: Graduation Coach

REPORTS TO: Principal

DEPARTMENT: Rawlins High School

SALARY AND BENEFITS: Dependent on the district calendar days; salary and fringe benefits to be defined as per experience

I. NATURE AND SCOPE OF JOB

The basic functions of the **Graduation Coach** shall be to develop relationships and supervise At-Risk Students. The Graduation Coach will be responsible for working with parents, at-risk students, school staff, and community organizations addressing the needs of at-risk students.

II. EXPECTATIONS

- A. Maintain confidentiality in all matters of the district
- B. Maintain a positive and supportive relationship with all persons with whom contact is made through the performance of job duties.
- C. Be responsible for acceptable personal attendance and punctuality.
- D. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
- E. Adhere to District Policies.

III. JOB FUNCTIONS

- A. Essential Graduation Coach Functions
 - 1. Appreciate the worth and dignity of each individual and treats each one with respect and tolerance.
 - 2. Supports the principal in his/her overall administrative efforts; interprets his/her ideas and decisions to staff and public, keeps him/her informed of pertinent developments and events and seeks his/her counsel or decision as necessary.
 - 3. Work with school staff to identify at-risk students and potential factors that may be hindering the student's progress and success in school, so they graduate in four years.
 - 4. Establish and supervise a data-collection system to monitor success rate.

5. Work closely with parents of at-risk students to provide them with guidance and connect them with resources to ensure they remain on track for graduation.
6. Coordinate with local organizations to ensure that at-risk students have the resources to overcome challenges and obtain a high school diploma.
7. Develop and present graduation/dropout information and research to individuals and groups to help parents and students make the positive decision to graduate.
8. Relationship building with individual students to encourage academic progress is required.

IV. JOB QUALIFICATIONS:

A. Academic, Training and Experience

1. Bachelor's Degree preferred from an accredited college preferred, but not required.
2. Experience working with at-risk adolescents/young adults and parents.
3. Knowledge and/or experience connecting people with community resources.
4. Relationship Builder
5. Practiced in the use of Computer, Computer Applications and Technology skills relating to the stated scope and job functions of this Job Description.
6. Written and oral communication skills commensurate for the success of the stated scope and job functions of this Job Description.

B. Equipment

1. Computer and related accessories
2. Current Wyoming Driver's License

C. Physical and Mental Demands

1. The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to sit, walk, talk and hear. The employee is required to stand, walk, and operate a computer. The employee is occasionally required to reach with hands and arms. The employee is required to interact with the public and staff, meet deadlines with severe time constraints, frequently work irregular or extended work days. Is responsible for the safety, well-being, and work output of staff. Specific vision abilities

required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

D. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The applicant must be able to regularly tour the district facilities.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX Coordinators are Debra Gaines.

Created 9/6/16