



## Job Description

### Student Success Coordinator

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 205 Days

**Experience Required:** Five (5) years of teaching experience preferred, experience as a school counselor or college and career education preferred.

**Minimum Education Requirements:** Master's Degree in a related field (Counseling, Administration, Teaching)

**Department:** Building w/ some job assignments reporting to central office

**Direct Supervisor:** Building Principal & Director of Extended Learning and Development

**Primary Work Location:** Office setting.

**Certification:** Appropriate related certification.

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**Job Summary:** Assists in coordinating specific supports and processes to ensure student success of at-risk students, as well as extending opportunities for college and career ready students as they advance towards graduation.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Oversees the collection of student data within the program and prepares quarterly reports for the principal, Executive Director of Academic Services and Director of Extended Learning & Development.
- Works with team teachers to use data and drive instructional strategies.
- Coordinate the identification process for 9-12 at-risk learners and support an intervention system is in place to increase student learning
- Collaborate with middle school to identify incoming ninth graders at risk
- Lead Launch registration process for identified students
- Coordinate building-wide testing opportunities
- Serves as the Advanced Placement Coordinator
- Take the lead in designing the summer transition experience along with teachers, administrators, and counselors
- Communicate with teachers regularly regarding issues affecting the students' academic performance
- Encourages students to explore and test boundaries of traditional learning by utilizing innovative methods to reach students on their instructional level.
- Delivers a specialized curriculum to the students and collaborates with classroom teachers to be sure that all needs are being met both academically and emotionally.
- Works closely with school counselors and social worker for any additional resources students may need
- Serve as a building liaison between industry partners, community organizations and administration regarding Real World Learning and Pathways initiatives.
- Attend RWL network meetings to cultivate contacts and opportunities.

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- Assist the coordination of student internships, entrepreneurial experiences, and client projects in collaboration with building administration and teacher leads.
- Assist in the develop and delivery of resources and training to building staff, students, and parents regarding Real World Learning programming.
- Perform related work as required.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- All district, Board of Education, state and federal laws, requirements, policies, procedures, and activities.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of at-risk populations to be served.

##### **Skills**

- Strong written and oral communications and relational skills.
- Interpersonal and organizational skills are required.
- Demonstrated leadership skills.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

##### **Abilities**

- React well under pressure, multi-task, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
- Display courtesy, tact, and respect when dealing with others.
- Identify and define problems, collect and analyze data, and draw valid conclusions.
- Effectively present information and respond to questions, inquiries, and complaints.
- Maintain appropriate confidentiality.
- Demonstrate a commitment to teamwork.
- Use independent judgment and demonstrates initiative to act without being asked
- Establish and maintain effective working relationships with students, educational staff, parents, patrons and administrators.
- Must be able to successfully complete a background investigation.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with



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disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date