

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

GRADUATION 100 LEAD SUPPORT

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively assess levels of student achievement, analyzes test results, and prescribes actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Knowledge of the prescribed curriculum. Basic understanding and knowledge of use of current technology. Knowledge of varied learning styles, and skill in using varied teaching methods to address student-learning styles.

REPORTS TO:

Principal

JOB GOAL

Meet with school based support team members/administration/parents. Monitor student progress and inform parents/guardians about strengths, weaknesses, and progress. Assist students with credit recovery opportunities through live instruction and online learning experiences. Conduct classroom instruction and evaluate and assess student performance.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide educational coaching, goal setting, and assistance to students that lead to course completion in academic courses.
- *(2) Implement a variety of instructional techniques to meet varying learning styles of students. (Specialization in Mathematics or English Language Arts (ELA) preferred).
- *(3) Assist in developing transition goals that lead to measurable and documented growth and sustainability during and after course completion in "Graduation 100" academic setting.
- *(4) Set and measures weekly academic and success goals.
- *(5) Communicate weekly with parents and Student Service Team on progress of the individual.
- *(6) Manage Student Education Plans (Student Success Plans.)
- *(7) Assist in coordinating academic support.
- *(8) Coordinate/Communicate with outside supports (Mentors, Coaches, and Counselors)
- *(9) Plan and effectively implement instructional activities designed to achieve goals and objectives of the curriculum.
- *(10) Evaluate student progress on a regular basis to include, academic, physical, and social growth of students.
- *(11) Maintain accurate, complete, and correct records and interventions as required by law, district policy and administrative regulations.
- *(12) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- *(13) Provide counseling to students on academic and career matters.

GRADUATION 100 LEAD SUPPORT (Continued)

(14) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS:

NEFEC Student

PHYSICAL REQUIREMENTS:

Light Work: exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 10

Approved: 08/15/2017