

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

GRADUATION COACH

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:

Provide assistance to high school students individually and in groups, regarding high school graduation and completion, including but not limited to analyzing data through Early Warning Indicator database to identify students or subgroups in need of additional support to meet graduation requirements; tracking individual high school graduation plans.

REPORTS TO:

Principal

JOB GOAL

Identify and resolve barriers to graduation; facilitate career choices and planning; and work to improve graduation rates for all population subgroups within the school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Employ a profile of characteristics, based on early warning systems, to identify high school students in need of support to meet graduation requirements
- * (2) Develop and implement individual intervention strategies to increase the likelihood that these students will stay in school and graduate
- * (3) Work with Guidance Counselors and students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.
- * (4) Identify and link area social agencies with youth at risk of not graduating and their parents/guardians
(Social Worker, Mental Health, Substance Abuse, Etc.)
- * (5) Connect individual students and their parents with appropriate credit or course recovery options, as appropriate and with input from guidance counselors.
- * (6) Conduct analysis of data in conjunction with the District Coordinator of Assessment and Accountability.
- * (7) Assist in connecting individual students with mentors.
- * (8) Track the progress of individual and subpopulations of students as they progress toward graduation demands of high school.
- * (9) Provide training to parents of students identified as being at risk of not graduating.
- * (10) Work with school based support personnel and administration to provide training to high school teachers on support measures that work with youth identified as at- risk of not graduating and the youth's parents/guardians.
- * (11) Develops partnerships with community organizations to support the goals of the high school graduation initiative.

GRADUATION COACH (Continued)

*(12) Provide counseling to students on academic and career matters.

(13) 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.

Job Description Supplement Code 10

***Essential Performance Responsibilities**

APPROVED: 08/15/2017