

**POSITION DESCRIPTION**

**TITLE: HIGH SCHOOL SUCCESS (M98) COORDINATOR**

**TYPE:** Licensed  
Exempt

**REPORTS TO:** Principal or Designated Administrator

**POSITION SUMMARY:**

The primary purpose of this position is to assist administration in the coordination of the High School Success Plan (Measure 98). Related responsibilities include the coordination of systems and structures aimed at increasing student attendance as well as growing and expanding Career and Technical Education (CTE) and college level education opportunities.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree in Education or related field.
2. Background and Criminal History Clearance.
3. Valid Oregon Teaching License.
4. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
5. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
6. Excellent organizational skills for effectively managing multiple tasks.
7. Ability to understand and follow oral and written instructions.
8. Qualified to conduct cognitive testing.
9. Knowledge of High School Success (Measure 98) program requirements.
10. Knowledge of career technical education (CTE) programs and process for establishing new programs.
11. Knowledge of the principles of first and second language acquisition, and culturally responsive pedagogy.
12. Knowledge of human growth and development at assigned instructional level(s).
13. Knowledge of effective student behavior management methods.
14. Knowledge of the principles of effective instruction and differentiated instructional methods for students with a variety of learning styles due to disabilities and varying levels of English language proficiency.
15. Knowledge of state law and regulations sufficient to ensure compliance with CTE program requirements.
16. Understanding of curriculum, instruction, assessment and staff development requirements under state and federal education laws and regulations.
17. Understanding of strategic and school improvement planning and curriculum auditing procedures.
18. Understanding of bilingual education requirements and programs.
19. Understanding of computer assisted instruction.
20. Understanding of effective staff supervision and evaluation procedures.
21. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Coordinate with HS administration to develop systems and structures needed to support the ongoing implementation of the High School Success Plan for the district.
4. Support Career Technical Education (CTE) Teachers in curriculum and program development.
5. Support dropout prevention.
6. Support college level education Opportunities.
7. Recruits a sufficient number of qualified students representing diverse language and cultural backgrounds into pathways/programs.
8. Develops a template for a successful application and oversees the registration of students wanting to participate in internships/externships.
9. Establishes methods for supporting and retaining students in the program, including counseling, record keeping, co-curricular activity coordination, and study skills development and assistance.
10. Maintains regular contact and positive relations with parents/guardians of student in the program, including the development of a program newsletter and regular meetings and progress conferences.
11. Acts as a liaison between the District and organizations.
12. Coordinates and cooperates with district administrators to monitor and maintain compliance with state and federal law for educational programs and school operations.
13. Coordinates and cooperates with district administrators to provide training and staff development activities in needed areas.
14. Monitors student achievement results and participates in the development of the School wide Improvement Plan to address areas needing improvement or correction.
15. Maintains longitudinal records of all students relative to post-secondary experiences and career activities.
16. Assists in the development of a program budget and monitors budget expenditures.
17. Develops and submits reports as required by supervisor.
18. Follows all safety rules and takes all reasonable precautions to provide a safe and secure learning environment for all assigned students.
19. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
20. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
21. Assists parents and community members as needed.
22. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
23. Complies with professional development activities as required by the District.
24. Actively seeks out and participates in professional development activities designed to improve professional competence.
25. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
26. Holds expectations for high performance of self and students.
27. Assesses results of performance for improvement on a regular basis.
28. Participates in programs to encourage parental involvement as well as inform parents and community members concerning school activities and issues.
29. Prepares reports and keeps the District informed with regard to issues and programs.
30. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all school employees.

31. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plans.
32. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
33. Lifts, moves, or restrains students in accordance with Individual Education Program or Behavior Plan.
34. Coordinates with and seeks involvement of outside agencies, including law enforcement, as needed and beneficial to the school and students.
35. Supervises or directs supervision of students and the campus at all times during school hours and school events and activities.
36. Demonstrates computer literacy and operates software programs as related to job responsibilities.
37. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
38. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
39. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
40. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
41. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIREMENTS:**

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

**TERMS OF EMPLOYMENT:**

Current work year of approximately 191-201 days, subject to change. May include extended contract hours or days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

**EVALUATION:**

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

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**EMPLOYEE STATEMENT:**

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

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Date