

## Milton-Freewater Unified School District #7

Aaron Duff, Superintendent

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**Milton-Freewater Unified School District  
Student Success Coach  
Middle School  
JOB DESCRIPTION  
“Delivering Superior Education to All”**

**JOB TITLE:** Certified TOSA

**REPORTS TO:** Principal and/or Superintendent

**PREPARED BY:** Human Resources

### **SUMMARY:**

The primary purpose of this position is to assist in the delivery of comprehensive, specialized, services to enhance the retention, completion, and enrichment results of Middle school students at Central Middle School. The Student Success Coach will support students by monitoring academic progress, supporting general systems navigation, educational/workforce pre-planning, and providing academic advising to support retention, persistence, and completion.

### **KNOWLEDGE:**

#### **QUALIFICATIONS:**

- To perform this job successfully, an individual must be able to perform each essential responsibility and essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

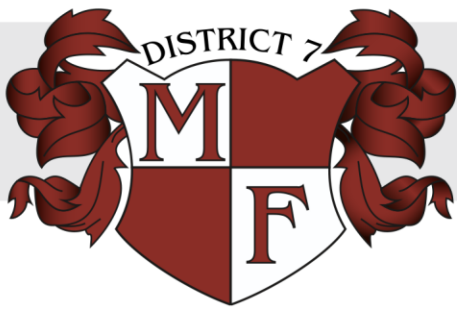
#### **EDUCATION / WORK EXPERIENCE:**

- Valid Oregon Teacher’s license with appropriate grade level/subject area endorsement(s)

### **SKILLS:**

#### **Job Responsibilities**

- Responsibilities include, but are not limited to advising students on academics, monitoring student progress in classes, attendance, and on-target graduation requirements.
- Coordinate intervention; provide support in collaboration with teachers and administration.
- Facilitate a peer tutoring program and after school support.



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- Participate in after school support (Homework Club)
- Become familiar with post-graduation options for students to create a pathway for 8<sup>th</sup> graders transitioning into high school.
- Create and establish goal setting conferences with high risk students.
- Identifying and make connections with at-risk students.
- Provide regular communication with students and their families.
- Data analysis, ability to network with community resources and establish individualized systems of student support.
- A willingness to work flexible and extended hours.

### **Preferred Requirements**

- Experience with student academic and/or college readiness programs.
- Experience or knowledge in coordinating, developing, planning, and implementing student services programs.
- Demonstrated knowledge of school programs, student success, the school community and/or parental involvement in community and/or school settings.
- Proficiency in the use of computers Google Suites and MS Office software program Excel, Outlook, PowerPoint and Word.
  - Strong interpersonal skills with a demonstrated ability to work collaboratively with a diverse group of people, including peers, university and school administrators, faculty, and staff, students and parents, and the general public.
  - The ability to foster and maintain high student expectations and employ strength-based and culturally relevant approaches.
  - Preferred Qualifications Bilingual/ Bi-literate in English and Spanish.

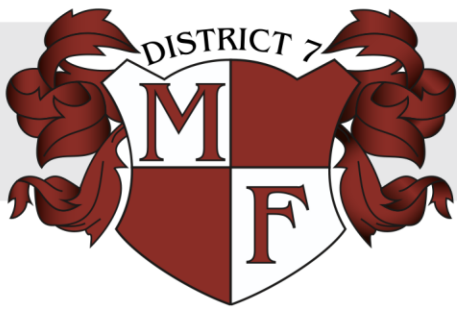
### **EFFORT:**

#### **Mental:**

- Make decisions, assess risk, perform complex work and proceed with insufficient information.
- Ongoing shifts in priority and demands require the need for review and integration of diversified functions and interests.

#### **Work Place:**

- Work effectively with and responds to people from diverse culture or backgrounds



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- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Confer regularly with immediate supervisor
- Use and maintain District property, equipment and materials appropriately
- Follow all district or supervisor policies, rules, regulations, memos, bulleting, announcements, application position descriptions, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to data, students, parents, staff or District patrons
- Fulfill duties associated with Mandatory Reporting for suspected child abuse or neglect.
- Follow instructions, respond to management directions and solicits feedback to improve performance
- Develop job skills necessary to meet changes in the position
- Have regular and punctual attendance at work and work activities, including meeting deadlines, attending meetings and following schedules

### Physical:

- The physical demands described below are representative of those that must be met by an employee to successfully perform the responsibilities and essential functions of this job.

### PHYSICAL REQUIREMENTS FOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

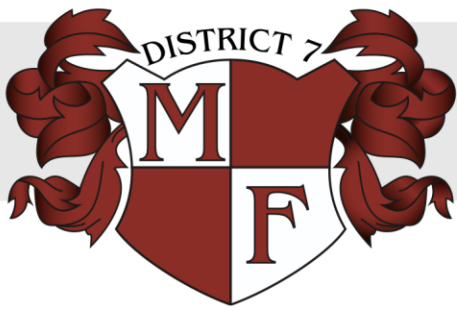
In 8-hour workday, this job requires:

R - Rarely (Less than .5 hrs. per day) O - Occasionally (.5 – 2.5 hrs. per day)

F - Frequently (2.5 – 5.5 hrs. per day) C - Continually (5.5 – 8 hrs. per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		



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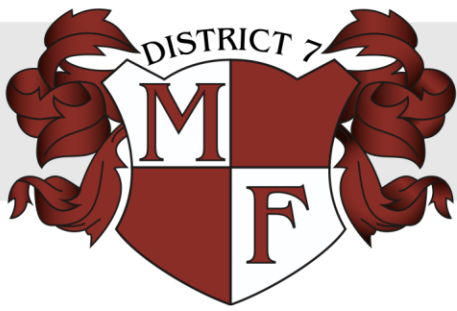
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Crawling		X			
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use of wrists				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 30 lbs.			X		
*Lifting/Carrying Maximum weight: 30 lbs.			X		

\*Identify items typically moved: \_\_\_\_\_

## **WORKING CONDITIONS:**

- This position is primarily performed inside the school setting, although some outdoor instruction and supervision are required. The length of the contract year is one hundred eighty nine (189) paid workdays. The teaching day shall be 8 hours.
- This position may be exposed to bodily fluids due to student or employee injury or illness
- The typical school year runs late August through mid-June.



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- Salary and benefits to be established by the Milton Freewater Education Association in accordance with negotiated agreement with the Milton Freewater Board of Directors.

## **ADDITIONAL INFORMATION:**

Employee Unit: Milton Freewater Education Association

Status: Certified

Last revised: May, 2022

## **NOTE:**

The Milton-Freewater Unified School District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define essential knowledge, skills, responsibilities, effort and working conditions but should not limit the incumbent nor the organization to the work identified.

## **EMPLOYEE STATEMENTS:**

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

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

“I am aware that my position description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment with the Milton Freewater School District.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities/functions with or without accommodation(s). If I require accommodation(s) in order to fulfill any or all of the essential responsibilities/functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor (Signature)

\_\_\_\_\_  
Date

(5/22)