

# LYON COUNTY SCHOOL DISTRICT- HR Department

## College and Career Readiness Coach

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**Job Group:** Instruction, Specialists

**Classification:** Classified

**Terms of Employment:** Pay Grade 26 on the Classified Salary Structure (195 days)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** The College and Career Readiness Coach is responsible for ensuring that high school students who are at risk of dropping out of school and/or failing to successfully transition into the workplace achieve expected outcomes, including graduation and placement into post-secondary education, the workforce and/or the military. To achieve the expected outcomes, the College and Career Readiness Coach will provide targeted youth with employability and life survival skills through classroom instruction based on high school competencies, guidance/counseling, academic remediation, work-based learning experiences, post-secondary support, and career advisement. The College and Career Readiness Coach is under the supervision of and will be evaluated by the site administrator. **This position is 100% grant funded and dependent on continued funding from grant on an annual basis. The employee selected may continue if funding continues. There will be no overage placement rights at end of grant funding period.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Establishes a positive and on-going supportive relationship with students, families, principals, administrators and school faculty to support students in the program.
2. Collaborates with school counselors, advisors, community resources, and teachers to implement the curriculum and to consistently build support for academic success, career exploration, goal setting, leadership development, college planning, personal counseling, either directly or through linkages in the community to assist in overcoming barriers to graduation and/or success in the workplace.
3. Analyzes student data and barriers and confers with the graduation advisory committee (or School Success Team) to identify and develop a pool of qualified students in need of intensive academic support such as tutoring, extended learning, mentoring, and counseling. Administer testing including pre-/post-tests to students in the classroom and document results in the data management system.
4. Monitor basic skills improvement; provides academic support and remediation including access to tutoring, study skills, credit recovery to show gains as students progress towards graduation.
5. Develop, implement and update monthly individualized academic plan (IAP) with all students on the program roster.
6. Monitors the attendance, credits needed for graduation, college prep course selection, enrollment in AP and dual credit courses.
7. Serves as a student advocate when collaborating with school staff in developing intervention plans for struggling students and assists in implementing/referring intervention as appropriate.
8. Develop service learning projects, create a pool of classroom speakers, participate in public relations activities, and provide real life learning experiences for students based on individual need.
9. Conducts parent/family outreach and education activities to the students to strengthen family/school partnerships and facilitate career exploration, college selection and financial planning.
10. Build appreciation for teamwork among students, sense of belonging and commitment to service learning among students, create opportunities through hands-on activities, guest speakers and workshops; and organize civic and social development opportunities.
11. Collaborates with all stakeholders in supporting a smooth transition from grades 9 through 12.
12. Provide supportive services to program participants to ensure successful transition to post-secondary education, employment and/or military.
13. Complies with all documentation requirements in a timely fashion including student contacts and activities,

employer and community organization contacts, and other groups; develop and maintain a well-organized filing and retrieval system for the class.

14. Participates in staff, regional, and statewide meetings, and staff development activities within the building and district as appropriate.
15. Perform various school-related functions such as lunch duty; work closely with the school administrator to limit non-graduation assignments.
16. Actively participates in the school improvement plan (SIP) process.
17. Ensure compliance with special services such as IEP's and other related mandates.
18. Connect the full cohort of students to and/or organize and lead field trips to higher educational institutions, business and industry, and other community-based activities and events.
19. Complete special projects and related duties as assigned.

#### **POSITION EXPECTATIONS:**

1. Assure students are moving through the system and receiving support to graduate from high school and move into post-secondary education, employment and/or military.
2. Create a sustainable system of supports throughout the local community for students through graduation and one year of follow-up services and targeted outcomes.
3. Assure high levels of accountability for student success and services provided to all students.
4. Experience working with students and a knowledge of child development issues.
5. Experience in secondary and/or post-secondary education settings.
6. Skills in human relations, leadership, supervision, and motivational techniques.
7. Ability to work independently while managing multiple priorities.
8. Ability to establish appropriate boundaries while developing and nurturing supportive relationships with students.
9. Ability to educate a variety of constituencies and interested parties about the program by developing ongoing relationships and making formal presentations.
10. Ability to develop curriculum, projects and/or other educational opportunities consistent with the goals of the Program
11. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
12. Regular and consistent punctuality and attendance are essential functions of the job.

#### **POSITION REQUIREMENTS:**

##### **Education and Training:**

Working knowledge of basic computer applications such as word processing, Excel, and electronic data tracking.

##### **Licenses and Certifications:**

Must possess or be able to acquire a Nevada substitute teaching license issued by the Nevada Department of Education by first day of school.

#### **PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting

(up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**Work is performed under the following conditions:** Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

**Hazards:** Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIRMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up to 50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data	X			
Computer Monitor/ CRT	X			
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				

Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_