

Job Description
MOORE PUBLIC SCHOOLS

3.44

Job Title: **Graduation Coach**

Qualifications:

Credentials: Certification in teaching or school counseling

Education: Bachelor's degree

Training or Experience Required: Completion of student teaching; secondary school experience preferred

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple to instructions, and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence, creates, and presents informational materials to sustain and advance the program.

Performs data recording/record-keeping operations determining what changes need to be made to existing records, including computerized records. Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, and decimals and/or percentages.

Reads and interprets complex written or printed materials such as assessment data, transcripts, and graduation requirements.

Site: **Central Junior High**

Reports To: **Principal**

Job Goal (Purpose of Position):

Performs skilled/professional-level tasks under limited supervision to provide academic, social, and behavioral interventions to help at-risk students to successfully complete 8th grade and better equip these students for high school graduation. Engages students, families, school personnel, and community organizations in individualized and whole-group action plans to develop and maintain programming that promotes graduation success. In addition, provides assistance to school personnel to enhance teacher capacity in providing for student achievement and success. An incumbent in this position will

utilize discretion, ingenuity, and independent judgment due to the variety of challenges of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with students, families, school personnel, and community members to create partnerships and fulfill the goals of the position. Job requires interpreting and translating facts and information, explaining situations, issues, and data, and advising others of appropriate, alternative courses of action. Will be required to maintain confidentiality of sensitive information.

Other Performance Measures:

Have knowledge of student risk-factors and behaviors, research-based intervention strategies, and graduation requirements as well as post-secondary career and educational options; Monitor student performance and communicate issues regarding student performance with students, families, and school personnel; Assist students, families, and schools in accessing resources to enhance student success through school-based or community services; Support teachers and schools in providing assistance to and properly monitoring progress (grading, feedback, etc.) of identified students and in providing an environment that enables these students to succeed.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of education; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Assist in developing a system of identification for eligible 7th and 8th grade students based on the parameters of the grant and focusing on research-based risk factors;
2. Identify and profile eligible students based on this system, creating a team of teachers, administrators, parents, and community members to work with the student toward improved engagement, attendance, and other risk factors;
3. Engage students and their families in program participation, creating a graduation action plan for each eligible student and evaluating student progress according to such plans;
4. Coach individuals and groups of students to identify strengths, goals, areas of potential growth, strategies for improvement, and indicators of growth toward successful school completion;
5. Implement research-based support and intervention strategies utilizing both school and community resources;

6. Generate awareness for such issues as substance abuse, risky behaviors, career options, and college access through OHLAP and other resources;
7. Assist in developing school programming and strategies to address adolescent normative and risk behaviors;
8. Consult with students, families, school personnel, and community members regarding program participation, implementation, and appropriate indicators of program success;
9. Create awareness and support for the program through adult education of parents, professional development for teachers, and community partnerships;
10. Maintain records of participation, intervention, performance, and success for program participants and program activities;
11. Monitor, report, and evaluate the effectiveness of the program based on the goals and indicators of success designated in the grant;
12. Communicate appropriately with the principal, grant coordinator, and others responsible for the success of the program.

Supervision exercised: None.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. Must be able to perform lunch, bus, and site-related duties. Must be able to assist students with special needs. Must know how to handle sick/injured students. May on occasion have to lift and/or transport supplies, materials, etc.

TERMS OF EMPLOYMENT: In compliance with Negotiated Contract and/or State Law. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved: 10-20-08