



TEACHER

TEACHER (GRADUATION COACH)

JOB DESCRIPTION

JOB TITLE: Teacher - Graduation Coach
REPORTS TO: Campus Principal
LOCATION: Assigned Building

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188
JOB ID & DATE: TCH-43 | October, 2023

JOB PURPOSE SUMMARY

The High School Graduation Coach is a key figure responsible for engaging in a wide range of activities aimed at ensuring the successful graduation and academic completion of high school students. This role requires a deep commitment to students' success and the ability to collaborate effectively with various stakeholders, including students, parents, faculty, and staff.

REQUIREMENTS

Education Level Details

Bachelor's degree in Education.
Master's degree is preferred

License / Certification Required

Colorado teaching license with endorsements preferred

Work Experience Required

3 years of teaching experience preferred
Previous experience in educational counseling, student support, or related roles highly preferred.

Other Skills and Abilities Required

Strong data analysis and research skills.
Excellent interpersonal and communication skills.
Dedication to improving student success and commitment to their well-being.
Proficiency in using Microsoft Office and Google applications.
Flexibility to work collaboratively with a diverse range of stakeholders.
Experience working with diverse student populations and addressing their unique needs.
Knowledge of state curriculum standards.
Bilingual preferred.
Regular attendance is essential.

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of professional personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

MAJOR DUTIES

- Analyze relevant data to identify students or subgroups at risk of facing challenges in achieving high school graduation.
- Collaborate with feeder middle school(s) to identify middle school students at risk of not graduating by employing a profile of characteristics of potential dropouts.
- Monitor the academic progress of students who are significantly below proficiency levels.
- Analyze various data sources, including state standardized tests, national standardized tests (e.g., SAT and ACT), attendance records, behavior records, teacher conference records, grade retention records, and credit records.
- Develop and implement personalized intervention strategies to increase the likelihood of at-risk students remaining in school and successfully graduating.
- Collaborate with students to create graduation and achievement plans that align with their academic and post-secondary goals.
- Continuously track the progress of individual students and subgroups as they move towards graduation.
- Maintain detailed records of their academic development and performance.
- Identify and establish connections with social agencies that can provide support to students at risk of not graduating and their parents or guardians.
- Facilitate quarterly vertical team meetings among elementary, middle, and high school faculty and staff to develop action plans aimed at improving individual student and subgroup transition success rates.
- Provide regular reports to the Superintendent on the graduation status of seniors, highlighting achievements and areas that may require additional attention.
- Coordinate all aspects of the high school graduation ceremony, including venue selection, seating arrangements, stage setup, and event logistics.
- Collaborate with vendors and suppliers to secure necessary equipment, decorations, and other resources.
- Develop a comprehensive event timeline to ensure all activities are well-coordinated and run smoothly.
- Oversee the setup and decoration of the graduation venue, ensuring it meets the school's standards.
- Coordinate the procession, student seating, and any special presentations or awards.

- Manage the flow of the ceremony, including the distribution of diplomas, speeches, and the recessional.
- Work closely with school faculty, staff, and administration to ensure their participation in the ceremony.
- Collaborate with the school's music department for musical performances during the event.
- Coordinate the return of rented equipment and the cleanup of the venue after the graduation ceremony.
- Collect feedback from students, parents, and staff to evaluate and improve future graduation events.

COMMUNICATIONS

- Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.

PROFESSIONAL GROWTH AND DEVELOPMENT

- Participate in staff development activities to improve job-related skills.
- Attend and participate in faculty meetings and serve on staff committees as required.

POLICY, REPORTS AND LAW

- Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Comply with all district and campus routines and regulations.
- Perform other duties as assigned by the building principal and the Superintendent of Schools.

BUDGET RESPONSIBILITIES

- Compile and maintain records of instructional materials and supplies.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____ Employee ID Number: _____
Signature: _____ Date: _____