

SCHOOL DISTRICT OF DESOTO COUNTY

GRADUATION COACH

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution; Master's preferred.
- (2) Valid Florida teacher certification in any of the following areas: Math, English Language Arts, Science, Social Studies, Counseling, or ESE.
- (3) Minimum of five (5) years successful teaching experience at the secondary level.
- (4) Successful experience working with secondary at-risk populations.
- (5) Understanding of the School District of DeSoto County Student Progression Plan.
- (6) Understanding of High School promotion criteria.
- (7) Knowledge of local and state graduation criteria.
- (8) Bilingual preferred.
- (9) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Knowledge of prescribed curriculum. Basic understanding and knowledge of current technology. Knowledge of learning styles and skill in using varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Knowledge of Florida Educator Accomplished Practices and Teacher Competencies.

REPORTS TO:

Principal

JOB GOAL

To provide assistance to identified high school students, individually and in groups, to identify and reduce barriers to graduation.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- (1) Identifies or develops long-and short-term plans based on student needs which are consistent with District and State curriculum requirements.
- (2) Plans and prepares instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.

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GRADUATION COACH (Continued)

- (3) Works with faculty and administrators to adapt curriculum and instruction to meet the needs of identified at risk students.
- (4) Plans and implements in-service training for all teachers in scientifically-based instruction for at risk students.
- (5) Plans and implements in-service training for all teachers regarding data collection, analysis, and application to instructional decisions.

Administrative/Management

- (6) Maintains a positive, organized and safe learning environment.
- (7) Manages time effectively.
- (8) Assists with enforcing school rules, administrative regulations, and Board Policy.
- (9) Establishes and maintains effective and efficient record keeping procedures, including student records subject to the requirements of the Family Rights and Privacy Act.
- (10) Manages materials and assigned equipment effectively, including record keeping and other inventory requirements.
- (11) Provides leadership, supervision, and oversight for site-based implementation of support for at risk students in drop out and alternative program and secondary settings.
- (12) Performs assigned tasks in a timely and efficient manner.
- (13) Performs the assigned tasks with a high standard of quality.

Assessment/Evaluation

- (14) Provides student progress information electronically for parent access.
- (15) Develops and utilizes assessment strategies (traditional and alternative) to assist the continuous development of learners.
- (16) Interprets and utilizes data (including but not limited to, standardized and other test results) for diagnosis, instructional planning and program evaluation.
- (17) Establishes appropriate testing environment, and ensure test security.
- (18) Prepares timely reports on student progress towards meeting their graduation plans.

Intervention/Direct Services

- (19) Communicates high learning expectations for all students.
- (20) Uses a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities.
- (21) Uses appropriate material, technology, and other resources to help meet learning needs of all students.
- (22) Recognizes overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- (23) Fosters student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- (24) Demonstrates knowledge and understanding of curriculum content.
- (25) Provides quality work for students, focused on meaningful, relevant, and engaging learning experiences.
- (26) Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- (27) Accesses and gathers pertinent data in order to perform root cause analyses as to determine appropriate intervention path.
- (28) Develops and implements individual intervention strategies and graduation plans to increase the likelihood that these students will stay in school and graduate.

GRADUATION COACH (Continued)

- (29) Works with at risk students and their guidance counselors to support attendance, social, and academic growth and success.

Technology

- (30) Uses technology to establish an atmosphere of active learning.
- (31) Provides students with opportunities to use technology to gather and share information with others.
- (32) Facilitates student access to the use of electronic resources.
- (33) Uses technology to review student assessment data.
- (34) Uses appropriate materials, technology, and resources to help meet learning needs of all students.
- (35) Uses technology for administrative tasks.

Collaboration

- (36) Communicates effectively, both orally and in writing, with other professionals, students, parents and community.
- (37) Facilitates parent meetings to enhance their involvement in the academic progress of their students.
- (38) Provides accurate and timely information to parents and students about academic and behavioral performance of students.
- (39) Collaborates with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
- (40) Assists others in acquiring knowledge and understanding of particular area of responsibility.
- (41) Collaborates with peers and other professionals to enhance student learning.
- (42) Collaborates with school leaders, counselors, and teachers to develop systemic strategies to identify and support students.
- (43) Communicates effectively within the school and with parents for the support of the student.
- (44) Coordinates activities and mentoring for students in support of college and career awareness.

Staff Development

- (45) Engages in a continuing improvement of professional skills and knowledge.
- (46) Establishes and implements an individual Professional Development Plan annually in accordance with state and district requirements.
- (47) Conducts personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- (48) Supports school improvement initiatives by active participation in school activities, services, and programs.
- (49) Attends, participates in, and redelivers as appropriate, all required high school graduation coach training provided by The School District of DeSoto County and/or its collaborative partners.

Professional Responsibilities

- (50) Acts in a professional and ethical manner and adhere at all times to the *Code of Ethics of the Education Profession in Florida* and *Principles of Professional Conduct for the Education Profession in Florida*.
- (51) Demonstrates attention to punctuality and regular attendance.
- (52) Prepares all required reports in an accurate and timely manner and maintain all appropriate records.
- (53) Maintains confidentiality of student and other professional information.
- (54) Complies with policies, procedures and programs.

GRADUATION COACH (Continued)

- (55)Fulfills professional responsibilities.
- (56)Exercises appropriate professional judgment.
- (57)Supports school improvement initiatives.
- (58)Demonstrates interpersonal skills as a member of the academic coaching team and build trust with students, teachers and school leadership.

Student Growth and Achievement

- (59)Ensures that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- (60)Establishes and maintain a positive collaborative relationship with the students' families to increase student achievement.
- (61)Works with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.
- (62)Tracks the progress of individual and subpopulations of students as they progress toward graduation.
- (63)Performs other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **ES**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.