CLARKSDALE MUNICIPAL SCHOOL DISTRICT

POSITION: Graduation Coach

REPORTS TO: Middle & High School Principal

SUPERVISES: N/A

LOCATION: Middle & High School

TERMS OF EMPLOYMENT: 187 Days

QUALIFICATIONS:

I. Educational Level: Bachelor's Degree required; Masters Degree preferred

2. Has at least three year's experience in working with secondary students in K-12 or postsecondary setting

JOB GOAL: The Graduation Coach will engage in a planning process of providing assistance to middle and high school students, individually and in groups, regarding high school graduation and completion. Graduation Coach provides full-time services related to high school graduation assistance activities, including but not limited to working with students, school faculty and staff, parents, or guardians.

DUTIES & RESPONSIBILITIES:

1. Utilize the components of a profile of characteristics of potential dropouts with the high probability of not graduating

2. Collaborate with middle school(s) to utilize the components of a profile of characteristics of potential dropouts to identify middle school students with the high probability of not graduating

3. Monitor progress of students scoring significantly below proficiency levels

4. Develop strategies and interventions that include not only the student but also their parents, teachers and counselor. Possible interventions may be, but are not limited to:

- Student conferences

- Student and parent conferences
- Weekly performance checks with teachers
- Implementing tutoring sessions (before and/or after school tutoring)
- Utilizing a Credit Recovery program
- Adopt a Senior or Adopt a Freshman Program
- On-line credit recovery resources
- On-line tutorial programs
- Any intervention developed to assist students in recovering credits

5. Conduct an analysis that focuses on data for individual students and subgroups such as:

- State Standardized Tests
- National Standardized Tests
- Local Records: attendance records, behavior records, records of teacher conferences, grade retention records, and records of credits earned

6. Develop and implement individual intervention strategies to increase the likelihood that these students will stay in school and graduate

7. Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals

8. Track the progress of individual and subpopulations of students as they progress toward graduation

9. Work with faculty and administrators to develop a grade recovery program and to differentiate instruction to meet the needs of identified at-risk students;

10. Conduct quarterly vertical team meetings among elementary, middle, and high school faculty and staff to develop action steps to improve individual student and subgroup transition success rate

11. Collaborate with teachers, counselors, and/or advisors to assure the development of transition programs for 8th graders to help students successfully adapt to the high school experience and the rigor of high school.

12. Collaborate with feeder middle school(s) to identify elementary school students at-risk of high school failure;

13. Conduct quarterly vertical team meetings among elementary, middle, and high school faculty and staff;

14. Collaborate with elementary, middle, and high schools with grade level/grade span transition ceremonies.

15. Coordinate college, career and military activities, such as Tours, Trips, Industry visits, military visits.

16. Track cohort information for middle and secondary students

17. Work with college recruiters to secure financial awards for graduating seniors

18. Plan and execute college and career ready workshops for students to include resume preparation, dress for success, and other such appropriate workshops

19. Work with the high school guidance department to provide grade level transcript evaluation nights/activities

20. Provide and/or submit reports to the Superintendent on the graduation status of seniors

Staff Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____