

SCHOOL DISTRICT OF BAKER COUNTY  
JOB DESCRIPTION  
GRADUATION COACH

**QUALIFICATIONS:**

- (1) Bachelor’s degree from an accredited educational institution in education, psychology, guidance and counseling, or other related field, Master’s preferred.
- (2) Valid Florida teaching certificate.
- (3) Experience providing support to struggling families and students.
- (4) Satisfactory criminal background check and drug screening.
- (5) Ability to perform the essential functions of the position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledgeable about statewide school improvement efforts and programs. Knowledge of the techniques for planning, implementing or evaluating educational programs. Knowledge of student progression, attendance interventions, availability of resources, and graduation requirements. Ability to plan, organize, and coordinate work assignments. Ability to communicate effectively both verbally and in writing. Ability to work collaboratively with school administration, staff, business partners, families and students at risk. Ability to use computer software, technology and student management system Ability to administer student assessment and evaluation instruments. Ability to establish and maintain effective working relationships with others. A strong work ethic. Ability to perform administrative tasks in the areas of business and public relations, operations, program development, program implementation, and finance. Ability to advocate, facilitate, and monitor the use of an integrated management system.

**REPORTS TO:**

Principal

**JOB GOAL**

To coordinate activities and services to complement existing student systems; provide strong student support services; work closely to align students, families, counselors, teachers, school, and community efforts to increase the attendance and graduation rates.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**Planning/Preparation**

- \* (1) Develop and utilize early warning systems to identify students who are most at risk due to absenteeism, engagement, lack of health/personal care, homelessness, and or limited parental support.

## **Graduation Coach (Continued)**

- \* (2) Coordinate with other federal, state and local programs and personnel, including credit retrieval to ensure opportunities for credit accrual are available to identified at-risk students and that student success is occurring.
- \* (3) Seek out assistance and make school district and community referrals for clothing, food, housing, and medical assistance.
- \* (4) Develop and implement individual intervention strategies to increase student attendance including developing the social and emotional skills of students.
- \* (5) Work with school staff to develop and promote models for school connectedness.
- \* (6) Work with school and community stakeholders to plan transition and monitor students to help them successfully adapt to the rigor of high school.
- \* (7) Arrange high school mentor relationships for students.

### **Administration/Management**

- \* (8) Conduct and analyze on-going evaluation data of program effectiveness.
- \* (9) Comply with all the program reporting requirements including the input of all outcome data into the dedicated database and maintaining and submitting student participation data, time and effort logs, and project evaluation reports in a timely manner.
- \* (10) Maintain accurate, effective and efficient records, including parent and student contact, following prescribed procedures.

### **Assessment/Evaluation**

- \* (11) Assist in conducting career assessments to help students identify interests and relevant academic strategies required to reach their career goals.
- \* (12) Assist in the scheduling and administration of standardized assessments needed for graduation.
- \* (13) Assist with non-state mandated assessments that assist students with concordant scores for graduation and/or entrance to postsecondary institutions.
- \* (14) Track the progress of individual students.
- \* (15) Measure progress of outcomes each year as compared to baseline data established in year one and previous years' data.
- \* (16) Analyze student performance data including academic, discipline, and attendance metrics and collaborate with school staff on the development, implementation and monitoring of academic plans.

### **Intervention/Direct Services**

- \* (17) Encourage parent participation in school-based conferences, events, and activities.
- \* (18) Develop relationships with parents/guardians, community organizations, and area agencies.
- \* (19) Conduct home visits as needed or directed.
- \* (20) Provide mentoring, on-going emotional support and personal contact with at-risk students.
- \* (21) Communicate regularly with parents and teachers of students identified as being at risk.

### **Technology**

- \* (22) Use technology resources effectively.
- \* (23) Use technology to establish an atmosphere of active learning.
- \* (24) Use technology to review student assessment data and administrative tasks.

## **Graduation Coach (Continued)**

### **Collaboration**

- \*(25) Collaborate with parents and teachers to reinforce positive behavior.
- \*(26) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- \*(27) Collaborate with school social workers, guidance counselors, teachers and school leaders to develop systemic strategies and coordinate with student services to identify and support students who are frequently absent.
- \*(28) Partner with local school district and community agencies to provide access to: health services: vision, dental, hearing, medical, and mental health services as needed by at risk students.
- \*(29) Develop partnerships with community organizations in developing and implementing enrichment, mentoring and tutoring programs.
- \*(30) Collaborate with Career Resource staff at the school to coordinate academic and career preparation.
- \*(31) Collaborate with teachers and school leaders to identify promising practices and effective instructional strategies which align with program goals.
- \*(32) Collaborate with FDOE Bureau of Family and Community Outreach to identify promising practices to reach and involve parents and community partners.
- \*(33) Collaborate with lending institution trainers and default prevention teams to ensure that students and parents are aware of the consequences of their financial actions.
- \*(34) Collaborate with program partners and the school districts to ensure that the program activities are maximized and that remediation, tutoring, and credit retrieval are scheduled and taking place.

### **Staff Development**

- \*(35) Provide training and assistance in intervention techniques and strategies designed to improve student success in the school setting.
- \*(36) Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and district programs.
- \*(37) Establish and implement an individual Professional Development Plan annually in accordance with state and district requirements.

### **Student Growth and Achievement**

- \*(38) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \*(39) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.
- \*(40) Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- \*(41) Maintain academic focus by using a variety of motivational techniques.

### **Professional Responsibilities**

- \*(42) Act in a professional and ethical manner and adhere at all times to the Principles of Professional Conduct of the Education Profession in Florida.
- \*(43) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(44) Keep updated on best practices in serving at-risk students.
- \*(45) Use time effectively.

## **Graduation Coach (Continued)**

- \*(46) Perform and fulfill professional responsibilities.
- \*(47) Maintain confidentiality of all student records
- \*(48) Ensure adherence to good safety standards.
- \*(49) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(50) Perform other incidental tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **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.

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### **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.

### **EVALUATION:**

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