

TRUSSVILLE CITY SCHOOLS

Job Description

Position Title: Graduation Coach

Qualifications: Alabama State Department of Education Teaching Certification or BS Degree in Math, Business, or Education related field

Job Goal: The High School Graduation Coach will provide assistance to all high school students, individually and in groups, regarding high school graduation and completion, including but not limited to analyzing data to identify students or subgroups with potential high school graduation problems; planning, implementing, and tracking individual high school graduation plans; identifying and resolving barriers to graduation; and facilitating career choices and planning.

Evaluation: Trussville City Schools Board of Education Personnel Evaluation Plan

Performance Responsibilities:

1. Knowledge of content, curriculum, methods, materials and equipment of instructional specialty to which assigned.
2. Knowledge of student academic growth and development applicable to the grade level assigned.
3. Knowledge of school's program of studies related to mission, goals and organization.
4. Ability to apply knowledge of current research and theory to instructional programs.
5. Ability to plan and implement lessons based on system and state courses of study and the needs and abilities of students.
6. Ability to establish and maintain effective relationships with students, parents and peers.
7. Skilled and effective in oral and written communication.
8. Develop and implement individual intervention strategies to increase the likelihood that students will stay in school and graduate.
9. Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.
10. Coordinate a transition program for 9th graders to successfully adapt to the rigor of high school.
11. Connect individual students and their parents. Provide support and outreach to parents as applicable.
12. Track the progress of individual and subpopulations of students as they progress toward graduation. Report this data to the school and system leadership teams.
13. Works with secondary administrators to locate "no show" students at the beginning of each semester.
14. Coordinate summer school for at risk students.

15. Work with faculty and administrators to adapt instruction to meet the needs of identified at risk students.
16. 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.
17. Work in conjunction with Central Office leadership in providing professional development for faculty, services for students, and programs for parents.
18. Adheres to federal, state, local, and Board rules and regulations.
19. Coordinates with the counseling department on transfer students and advises on scheduling.
20. Completes state reports
21. Exit conferences to discourage students from dropping out
22. Oversee credit recovery program and acts as a liaison between teacher and administrators regarding the credit recovery program
23. Coordinate the Virtual School program for students
24. Assumes other reasonable and equitable job-related duties as assigned by the Principal

Board Approved: April 21, 2014

Amended: