



TEACHER

TEACHER (GRADUATION SUPPORT)

JOB DESCRIPTION

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

FLSA STATUS: Exempt
PAY GRADE: TCH
DAYS: 188 | **CALENDAR B**
JOB ID & DATE: TCH-43 | May, 2025

JOB PURPOSE SUMMARY

The High School Graduation Support Teacher 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 (**Required beginning 2026-2027**)

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

Primary

- Analyze academic, attendance, behavior, and assessment data to identify students at risk of not graduating.
- Collaborate with feeder middle schools to identify early warning indicators and support student transitions.
- Monitor and track the progress of at-risk students and subgroups, maintaining detailed records of interventions and outcomes.
- Develop and implement personalized intervention plans in collaboration with students, families, and staff.
- Create and maintain individual graduation plans aligned with academic and post-secondary goals.
- Coordinate with community agencies and services to provide additional support to students and families.
- Facilitate quarterly vertical articulation meetings across school levels to improve transition success and graduation rates.
- Provide regular updates to district leadership on graduation trends, risks, and progress.
- Lead all aspects of planning and executing the high school graduation ceremony.
- Coordinate logistics including venue, seating, stage setup, processional/recessional flow, and special presentations.
- Work with vendors, school departments, and administration to ensure a high-quality, well-organized event.
- Manage event setup, equipment, music coordination, and post-event cleanup.
- Collect feedback to evaluate and enhance future graduation events.

Student Growth and Development

- Showcase the academic performance of students.
- Conduct ongoing assessment of student achievement through formal and informal testing.
- Be a positive role model for students; support the mission of the school district.

Classroom Management and Organization

- Create classroom environments conducive to learning and appropriate for the physical, social, and emotional development of students.
- Manage student behavior in accordance with the Student Code of Conduct / student handbook.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

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.
- Comply with the Colorado Department of Education, district, and school regulations and policies for classroom teachers.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Assist in selecting books, equipment, and other instructional materials.
- Compile, maintain, and file all reports, records, and other documents required.

Policy, Reports and Law

- Comply with all applicable federal laws, including the Individuals with Disabilities Education Act (IDEA), and Title I and Title III program requirements (as applicable), along with other national regulations governing K–12 public education.
- Comply with all State of Colorado education laws and regulations, including the Colorado READ Act (if applicable), the Exceptional Children’s Educational Act (ECEA) (if applicable), and all standards and guidelines established by the Colorado Department of Education (CDE).
- Follow all relevant Board of Education policies and Adams 14 Operational Policies related to curriculum, instruction, assessment, safety, student services, and professional conduct.
- Adhere to district-level procedures and school-based expectations regarding instruction, family communication, data reporting, and school improvement planning.
- Perform other duties as assigned by the building principal or the Superintendent of Schools.

Budget Responsibility

- 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.

TRANSPARENCY IN PAY AND BENEFITS

Adams 14 is committed to transparency in compensation and benefits and complies with Colorado's Equal Pay for Equal Work Act. We offer a competitive and comprehensive benefits package designed to support the health, financial security, and well-being of our employees.

Compensation for this position is **\$64,501** to **\$121,414** per year (2025-2026), based on verified experience and qualifications, and aligned with the Adams 14 salary schedule. This position is scheduled for **188** work days annually. Additional compensation opportunities may be available through stipends or supplemental assignments, depending on job responsibilities.

Benefits include: Paid Time Off (PTO), Medical, dental, and vision insurance plans, District contributions to Health Savings Accounts (HSA), Flexible Spending Accounts (FSA), Employee Assistance Program (EAP) with free and confidential support services, Wellness and preventive care programs. Voluntary coverage options for life insurance, accidental death and dismemberment (AD&D), critical illness, cancer care, legal assistance, and accident insurance are available for all full-time staff.

Retirement and voluntary benefits include: Membership in the Colorado Public Employees' Retirement Association (PERA) and optional retirement savings plans including 403(b) and 457(b).

For more detailed information, please review the Adams 14 Employee Benefits Guide, available on the District website

Employee Printed Name: _____

Employee ID Number: _____

Signature: _____

Date: _____