



**Job Title:** Graduation Coach

**Supervisor:** Building principal or other appropriate school administrator

**Terms of Employment:** 190 Days

**Job Summary:**

This position requires the planning, organization, and implementation of the appropriate instructional program to address the learning needs of the students; to guide and encourage students to graduate from high school on time. This position is funded for up to three years

**Essential Duties:**

- Sets high expectations for student achievement and monitors student's progress
- Able to plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
- Instruct and monitor students in the use of learning materials and equipment.
- Provide for the care and protection of school property.
- Use relevant technology to support instruction.
- Observe and evaluate student performance and development.
- Assign and grade class work, homework, tests, and assignments as appropriate.
- Provide appropriate feedback on student work.
- Monitor and encourage individual student progress.
- Provide guidance to students which will promote educational development.
- Maintain accurate and complete records of student progress and development.
- Update records accurately and completely as required by laws and district policies.
- Prepare required reports on students and activities.
- Manage student behavior and maintain discipline by establishing classroom rules and procedures and enforcing classroom, school, and district rules and procedures.
- Participate in department, school, and district meetings and professional development activities as appropriate.
- Stay current with most recent developments in appropriate subject areas as initiated by the school or district.
- Cooperate with and participate in the planning, implementation, and evaluation of the total school program.
- Foster and maintain effective communication with parents and/or guardians.
- Ensure the successful transition of all students from middle to high school, and high school to post-secondary education or the workforce.
- Provide comprehensive prevention/ intervention programs for students at risk of grade retention and/or dropping out of school.



- Identify students in need of additional support and work with them to achieve academic and social success.
- Ensure that all identified students receive the resources and services needed to guide them toward graduation.
- Identify and monitor students in collaboration with school administration with high risk factors of students who may drop out of school and develop action plans to support the students.
- Work with parents to support their involvement in their child's education.
- Work with school administration to monitor high risk student withdrawal paperwork.
- Develop school graduation team(s) that includes administrators, teachers, advisors, counselors, and/or other relevant service providers to help identify at-risk students, assess school/student needs, and develop/coordinate appropriate interventions.
- Track graduation progress in grades 9-12 and follow at risk students from grade to grade to ensure consistent support.
- Provide direct service and case management which includes implementing individual, small group, and whole school intervention/prevention strategies to help students stay in school and graduate.

**Other Duties:**

Perform other tasks and responsibilities as assigned by the Principal or other appropriate administrator.

**Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. Bachelor's Degree or Higher from a regionally accredited college or university.
2. Certification as required by the state of South Carolina in any Secondary Certification.
3. Three-five years of teaching experience is preferred.
4. Other professional and personal qualifications as deemed necessary for acceptable fulfillment assigned responsibilities.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.



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Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Pay Grade:** Teacher Salary

Please click [here](#) for salary scales.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.*