

TITLE: Graduation Coach

REPORTS TO: Building Administrator

FAIR LABOR STANDARDS ACT (FLSA): Exempt. (Administrative/Professional)

QUALIFICATIONS:

1. Valid Oregon School Counselor License.
2. Graduate level training in counseling and guidance.
3. Personal characteristics which permit the employee to work effectively with students, their parents, and the school staff.
4. Strength in testing and long range planning.
5. Counseling experience desired but not required.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Must be proficient in English both oral and written.

JOB GOAL:

The High School Graduation Coach shall work to improve graduation rates for all population subgroups within the school.

ESSENTIAL JOB FUNCTIONS:

I. Personal Qualities:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

II. General Duties:

1. Utilize the components of a profile of characteristics of potential dropouts with the high probability of not graduating.
2. Collaborate with middle school to utilize the components of a profile of characteristics of potential dropouts to identify middle school students with the high probability of not graduating.
2. Monitor progress of students scoring significantly below proficiency levels.
3. Conduct an analysis that focuses on data for individual students and subgroups such as:
 - State Standardized Tests: SBAC, OAKS
 - National Standardized Tests: PSAT, SAT and ACT.
 - Local Records: attendance records, behavior records, records of teacher conferences, grade retention records, and records of credits earned.

4. Develop and implement individual intervention strategies to increase the likelihood that these students will stay in school and graduate.
5. Help facilitate student led conferences and advisory periods at the high school.
6. Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.
7. Track the progress of individual and subpopulations of students as they progress toward graduation.
8. Identify and link social agencies with youth at risk of not graduating and their parents/guardians.
9. Conduct meetings with high school faculty and staff to develop action steps to improve individual student and subgroup transition success rate.
10. Provide and/or submit reports to the Building Principal on the graduation status of student groups.
11. Track and advertise scholarship availability, guide students in scholarship application.
12. Guide students in college/career preparation.

III. Timeliness

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner.
3. Notifies the building administrator in the event of illness.

Physical Qualifications: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: Contract length, salary and benefits, etc. are as outlined and agreed to in the Collective Bargaining Agreement in effect between Monroe School District #1J and Monroe Teachers Association.

Mandatory Child Abuse Reporting: As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of licensed personnel.

Reviewed by: _____ **Date:** _____