

SWARTZ CREEK COMMUNITY SCHOOLS

January 4, 2019

**NON-UNION POSITION through
EDUStaff**

POSITIONS: Life Coach – Swartz Creek Virtual Learning Center

HOURS: 29 hours per week

SALARY: \$14.25 per hour

Education:

- High School Diploma
- Education experience preferred

Job Responsibilities:

Student Attendance

- Analyze student attendance data to identify students with attendance issues.
- Monitor daily attendance for identified students.

Student Case-load:

- Meet with students, who we have been identified as having obstacles /issues getting in the way of their success.
- Develop student plans to overcome those obstacles.
- Monitor each student's grades on a weekly basis.
- Monitor each student's attendance on a weekly basis.
- Meet with each student on a weekly basis
- Correspond and meet with each student's parent/guardian.
- Advocate for each students with teachers and administrators.

Suspension Reinstatement:

- Facilitate and Monitor student reinstatement to the Swartz Creek Virtual Learning Center after a suspension
- When a student is reinstated to the Swartz Creek Virtual Learning Center after a suspension, meet with the student and their parent/guardian to facilitate in the student's integration back into school.
- Develop and monitor student Individual Educational Plans
- Report to the Principal an overview of the students' progress and compliance.
- Make recommendations to the Principal concerning students continued student support.

Interested and qualified applicants should apply on Applitrack by 3:30 p.m. on Wednesday, January 16, 2019

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Swartz Creek Community School District that no person shall be subjected to discrimination during any program, activity, or employment, on the basis of race, color, religion, national origin or ancestry, sex, age, height, weight, marital status, or any disability that does not impair the individual's ability to perform adequately.