



Columbia County School District Job Description

Position Title: Graduation Coach		
Department: Student Learning	Evaluation Instrument: Performance will be evaluated annually by the in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: Teacher Salary Schedule based on degree level and years of acceptable experience	Pay Type: Salaried-Exempt	Retirement: TRS
Contract Work Year: 190 Days Per Year, 8 Hours Per Day		
Reports to: Principal		

MINIMUM QUALIFICATIONS

Education: Georgia teaching (T) certificate in any field; or service (S) certificate in school counseling, social work or school psychology; or a leadership (L) certificate in educational leadership.

Essential Knowledge/Skills: Knowledge of appropriate strategies for reducing behaviors that put students at risk of not graduating from high school; Knowledge and ability to analyze data and determine appropriate services to address identified needs; Ability to communicate effectively with youth, adults and community; Ability to analyze, develop, implement, and track intervention plans, strategies and services; Awareness and ability to seek the multiplicity of social services in the community to support students at risk of not graduating; Knowledge of alternative education opportunities, promotion requirements and graduation requirements; Ability to establish and maintain effective community partnerships.

Experience: At least three years of successful experience working with students at any level, (middle and high school preferred) particularly with at risk students, and experience collaborating with community partners.

GOAL

Increase student success before and after graduation.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Academic Support and Prevention. Center Management**
- Set-up process for identifying students academically at-risk and align services to student need (HS and MS)
 - Coordinate before, during and after school tutoring program
 - Monitor online learning with the support of the online facilitator
- Student Behavioral Support and Prevention**
- Create behavioral support groups based on discipline data (HS and MS)
 - Manage academic/behavior support provided to students in ISS
 - Manage students assigned to counseling services for restorative programming related to behavioral infractions
 - Set-up process for identifying students behaviorally at-risk and align services to student need
 - Coordinate with ISS and alternative school staff to provided academic and behavior supports to students
 - Counsel with students regarding behavioral, social and academic needs and determine appropriate services
- Community Resource Support**
- Continuously assess student needs through interviews, surveys and data to identify additional community resources
 - Coordinate with service providers within school
 - Facilitate counselors referring students to service providers
 - Set-up and maintain procedures for parent approval of services rendered to students
 - Coordinate inventory and delivery of food for school food pantry and clothes

- Set-up procedures for students to receive food, clothing and other supplies as needed
- Collaborate with district homeless liaison for families experiencing homelessness

College and Career Support

- Coordinate YouScience administration and training for using reports in classrooms, career choice and job applications. Additionally, provide reports to teachers for use with senior projects
- Set-up college entrance exam preparation programs
- Set-up workshops to assist with college applications, resumes, interview skills and work ethics
- Seek employment opportunities and maintain job postings for students that have completed workshop on interview skills and work ethics
- Coordinate military recruiter visits and college recruiter visits for groups of students

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: 5/30/18