

SCHOOL DISTRICT OF LEVY COUNTY

GRADUATION COACH

JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

- (1) Bachelors Degree in Education
- (2) Must hold or be eligible for a valid Florida Professional Educator's Certificate
- (3) Teaching or guidance experience in secondary and/or post-secondary education
- (4) Ability to work with at-risk students
- (5) Strong communication skills

KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding of the School Board of Levy County Pupil Progression Plan
- Knowledge of local and state graduation criteria
- Knowledge of state assessments
- Ability to analyze and interpret data
- Knowledge of community resources
- Ability to utilize the Early Warning System to identify at-risk students
- Ability to use technology to devise a tracking system for monitoring progress of at-risk students
- Ability to problem-solve solutions to barriers to on-time graduation
- Ability to analyze, develop, implement, and track intervention plans and strategies
- Ability to collaborate effectively with school-based personnel, district-based personnel, parents, and community members
- Effective oral and written communication skills
- Strong planning and organizational skills
- Ability to process, analyze and make judgments regarding a wide variety of information

REPORTS TO:

Principal

JOB GOAL

To provide a differentiated mentoring program that will increase the likelihood that all students will graduate on time.

PERFORMANCE RESPONSIBILITIES

- (1) Create, organize, promote, and implement a mentoring/advisory program for all students to ensure on-time graduation.
- (2) Utilize the Early Warning System to identify and track progress of students deemed at-risk of not graduating on time.
- (3) Work with the Guidance Department and Problem-Solving Teams to create safety nets, plans, and course schedules for at-risk students.

Teacher, Graduation Coach (Continued)

- (4) Develop and implement individual, small-group, and whole school intervention and prevention strategies to students to increase the likelihood that all students will graduate.
- (5) Create a network of support for at-risk students through school, district, and community organizations.
- (6) Develop outreach programs to parents of at-risk students.
- (7) Coordinate special programs: Summer Bridge/Transition Program, Family Night.
- (8) Assist the school in meeting Race to the Top goals in discipline, student attendance rates, student truancy rates, student suspension rates, student retention rates, and student graduation rates.
- (9) Build capacity with faculty members on identifying at-risk students, implementing success strategies, and tracking student progress.
- (10) Report at least quarterly on the mentoring/advisory program's progress.
- (11) Assist the school and district leadership with evaluation of the mentoring program.
- (12) Collaborate with feeder schools to utilize the Early Warning System to identify students at-risk of not graduating on time.
- (13) Serve on the school's Lead Team.
- (14) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

06/2011

**Job Description Supplement Code 4
Lane 8 of the Instructional Salary Schedule
DOE Job Code 63012**

Revised Board Approval 04/11/2017