



PURPOSE:

- The Graduation Coach provides comprehensive mentoring, outreach, and supportive services to students in obtaining their high school diploma. The Graduation Coach uses and analyzes cohort data (achievement, attendance, behavior, credits) to identify and support students at-risk of dropping out or not on-track to graduate. This position works in conjunction with students, staff, and other agencies to ensure all students meet graduation requirements.

REPORTS TO:

- Building Administrator

QUALIFICATIONS:

- High school diploma or equivalent.
- Bachelor's degree preferred
- A minimum of 3 years of work experience in education, juvenile justice, social work, social service or a related field.
- Experience is also required in supervising youth and staff in school and/or nonprofit programs, public relations, direct services and interagency collaboration
- Bilingual Spanish/English preferred.
- Maintains a valid Oregon Driver's License and personal transportation.
- Passes required criminal background check.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Collaborates with a caseload students, parent(s)/guardian(s), teachers, counselors, and community partners to develop a graduation and achievement plan that includes the best program to meet academic and post-secondary goals
- Provides students with appropriate post-secondary preparation, programs, and services
- Monitors grades attendance, behavior, credit accrual of cohort students toward meeting graduation requirements
- Develops and implements individual, small group, and whole school preventative/intervention strategies to increase the likelihood that students will persist in school and graduate
- Assist with District student attendance and discipline issues and process as needed
- Conduct home visits and provide transportation of students to and from school when directed
- Communicates regularly with parent(s)/guardian(s), to discuss academic progress, obstacles, and needed efforts by students and parents; should include face-to-face contact, phone, e-mail, texts messages, newsletters, and other communication opportunities, as needed
- Connects caseload students and their parents with tutoring support and credit or course recovery options, as appropriate
- Analyzes performance and process assessment data to determine effectiveness of preventative/intervention strategies to increase graduation rates for all student population subgroups with in the school
- Create and share data with teams to in determining appropriate supports for students
- Develops transition activities and action steps for secondary students to successfully adapt to the rigor of high school
- Uses various resources to ensure consistent support and to make work more efficient
- Collaborates with teachers, counselors, and/or advisors to assure the development of transition programs for secondary students to improve individual student and subgroup high school transition success rates
- Provides support, outreach, and training to parent(s)/guardian(s) of students identified as being at risk of not graduating
- Provides training and support to secondary school teachers on support measures that work with youth identified as at-risk of not graduating
- Connects students with credit retrieval, summer school, tutoring, and other academic support to reach on-time graduation
- Participates in parent-teacher conferences, attendance committee, individual education plans (IEP)/SST/504 meetings, and alternative placement transition meetings for caseload students



- Develops relationships with local mentoring programs, business and community partners to connect individual students with mentors to support high school completion
- Develops partnerships with business and community organizations to support the goals of district high school graduation initiatives
- Assists students in their planning of post-secondary options
- Coordinates and monitors specific remediation, academic supports, and interventions for caseload students.
- Provides individual and group support to students for personal, social, and emotional development
- Identifies and connects students who are at risk of dropping out of high school with community services (i.e., food banks, counseling centers, job training and placement centers, drug and alcohol treatment programs, and organizations that assist pregnant and parenting teens) that offer assistance for high school completion
- Identifies students who have dropped out and encourage them to re-engage in school (dropout recovery) or choose the best option for high school completion
- Effective communication, collaborative and problem-solving skills to work with schools, agencies, and community personnel are required.
- Performs other duties as assigned

PHYSICAL REQUIREMENTS:

- Must work in noisy, crowded and stressful environments
- Requires stooping, bending, reaching, and kneeling
- Requires prolonged sitting and/or standing
- Performs physical requirements of the job as described by employer in accordance with OSHA regulations

RATE OF PAY:

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: June 20, 2023