

SCHOOL DISTRICT OF GADSDEN COUNTY
GRADUATION COACH
SERVICE DEFINITIONS AND DATA COLLECTION FORM

Name _____ Position _____

School/Department _____ School Year _____

1. PLANNING/PREPARATION

- _____ 1. Arrange educational field trips, family events, and cultural events for students and their families during the program.
- _____ 2. Set up college and job shadowing visits.
- _____ 3. Help develop and coordinate the mentoring and tutoring activities of the university students assigned to the school.
- _____ 4. Arrange high school mentor relationships for students.
- _____ 5. Assist with the development of workshops for financial aid, college survival skills, and college search workshops for parents annually.
- _____ 6. Help the partners set up the meetings and workshops and then evaluate the overall effectiveness.

2. ADMINISTRATIVE/MANAGEMENT

- _____ 7. Maintain accurate student records.
- _____ 8. Comply with all the program reporting requirements including the input of all outcome data into the dedicated database and maintaining and submitting student participation data, time and effort logs, and project evaluation reports in a timely manner.
- _____ 9. Manage project related supplies and equipment.

3. ASSESSMENT/EVALUATION

- _____ 10. Conduct career assessments to help students identify interests and relevant academic strategies required to reach their career goals.
- _____ 11. Continuously monitor students' academic progress and provide instructional best practices to teachers for implementation in the classroom.
- _____ 12. Measure progress of outcomes each year as compared to baseline data established in year one and previous years' data.
- _____ 13. Survey GEAR UP students and parents to establish baseline data for annual outcome measures.
- _____ 14. Analyze student performance data and collaborate with school staff on the development, implementation and monitoring of academic plans.

GRADUATION COACH (Continued)

4. INTERVENTION/DIRECT SERVICES

- _____ 15. Facilitate long-range student planning.
- _____ 16. Work with school staff and other program partners to implement the technology and college awareness components.
- _____ 17. Work with the partner colleges to assign student teachers to schools.
- _____ 18. Promote college awareness for students using visits, networks, summer experiences, and other innovative strategies designed to reach even the hard-to-reach students.
- _____ 19. Assist with the development of workshops for financial aid, college survival skills, and college search workshops for students annually.
- _____ 20. Encourage the use of career and academic planning tools.
- _____ 21. Help students select their high school major(s) and develop ePEP plans.
- _____ 22. Encourage students to take coursework to ensure their eligibility for the Florida Bright Futures Scholarships.
- _____ 23. Help students and parents develop contracts and academic plans so that students succeed in high school and continue in postsecondary education.
- _____ 24. Involve parents and the community in GEAR UP activities and trainings.
- _____ 25. Work with the Parent Resource Centers at the schools to align program efforts in parent awareness and involvement.
- _____ 26. Develop 21st Century Certificates for students and their parents to gain their commitment to participate in the program.
- _____ 27. Work with targeted students and parents to ensure that the students are taking the CollegeEd and AVID components each year in high school and that their parents are reviewing the CollegeEd component family workbook each year.
- _____ 28. Promote college awareness for parents using visits, networks, summer experiences, and other innovative strategies designed to reach even the hard-to-reach parent.
- _____ 29. Work closely with key personnel in FDOE to plan activities, coordinate activities of college and university partners, and report results of surveys and progress made annually.
- _____ 30. Work closely with program partners to ensure appropriate implementation of all grant related activities.
- _____ 31. Participate in all grant related meetings and professional development activities.

5. COLLABORATION

- _____ 32. Collaborate with before and after-school programs and summer program staff.
- _____ 33. Collaborate with the community, including 21st Century Community programs and Supplemental Education Services (SES) providers, to develop other community mentor and tutoring relationships for targeted students.
- _____ 34. Collaborate with partner colleges to develop summer bridge programs to help high school graduates who do not meet minimum college entrance cut off scores remediate before the fall semester starts, getting them better prepared for their first year in college.
- _____ 35. Collaborate with Career Resource staff at the school and with career academy or magnet programs in the school to coordinate academic and career preparation.

GRADUATION COACH (Continued)

- _____ 36. Collaborate with teachers and school leaders to identify promising practices and effective instructional strategies which align with program goals.
- _____ 37. Collaborate with FDOE Bureau of Family and Community Outreach to identify promising practices to reach and involve parents and community partners.
- _____ 38. Collaborate with lending institution trainers and default prevention teams to ensure that students and parents are aware of the consequences of their financial actions.
- _____ 39. Collaborate with program partners and the school districts to ensure that the program activities are maximized and that remediation and professional development are scheduled and taking place.
- _____ 40. Collaborate with partners to become trainers for activities that embed the values and activities necessary for success in high school and postsecondary education.

6. STAFF DEVELOPMENT

- _____ 41. Work with school leadership and the school district school improvement staff to support teachers in need of improvement and teachers either not properly certified or teaching out-of-field.
- _____ 42. Work with district professional development personnel to plan the most appropriate professional development for the teachers at the school based on program goals, program initiatives, and teacher credentials.
- _____ 43. Consult with FDOE staff to ensure that teachers will receive professional development designed to teach the techniques of positive behavior support so that they can work with targeted students most at-risk in a more effective way.
- _____ 44. Monitor program related professional development to ensure completion, follow-up, and successful classroom implementation.
- _____ 45. Establish and implement an Individual Professional Development Plan.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 46. Model professional and ethical conduct and adhere at all times to the *Code of Ethics of the Education Profession in Florida* and *Principles of Professional Conduct for the Education Profession in Florida*.
- _____ 47. Perform other incidental tasks consistent with the goals and objectives of this position.

8. STUDENT GROWTH/ACHIEVEMENT

INDICATORS

- _____ 48. Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- _____ 49. Maintain academic focus by using a variety of motivational techniques.
- _____ 50. Ensure that student growth/achievement is continuous and appropriate for age group, subject area, and/or student program classification.

GRADUATION COACH (Continued)

- _____ 51. Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.
- _____ 52. _____
- _____ 53. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 54. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 55. The accurate and timely filing of all school reports
- _____ 56. The completion of required professional development services.
- _____ 57. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 58. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.
- _____ 59. _____
- _____ 60. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)
_____ (Date)
_____ (Date)

Informal Observations

_____ (Date)
_____ (Date)
_____ (Date)

Signature of Evaluator/Date