

SCHOOL DISTRICT OF GADSDEN COUNTY

GRADUATION COACH

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in education, psychology, guidance and counseling, business management or related field from an accredited educational institution.
- (2) Master's degree from an accredited educational institution preferred.
- (3) Three (3) years professional experience as a teacher, guidance counselor, or in a related field working with programs serving secondary students or students of that age level.
- (4) School level or district administration preferred.
- (5) Project management and/or implementation preferred.
- (6) Experience providing support to struggling schools preferred.
- (7) Certified by the State of Florida in the appropriate area.
- (8) Must meet the No Child Left Behind regulations and requirements.
- (9) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledgeable about statewide school improvement efforts and programs. Ability to provide training to adult learners. Knowledge of the techniques for planning, implementing or evaluating educational programs. Ability to plan, organize, and coordinate work assignments. Ability to communicate effectively both verbally and in writing. Ability to work collaboratively with school administration and staff as well as program business partners. Ability to work with adults and children. Ability to use computer software and programs, including Microsoft Office Suite programs, *i.e.*, Word, Excel, and PowerPoint. Ability to establish and maintain effective working relationships with others. A strong work ethic. Ability to perform administrative tasks in the areas of business and public relations, operations, program development, program implementation, and finance. Ability to advocate, facilitate, and monitor the use of an integrated management system. Strong presentation skills

REPORTS TO:

Principal

JOB GOAL

To coordinate all GEAR UP activities and services to complement existing student systems; provide strong student support services; work closely to align students, counselors, teachers, school, and community efforts; and facilitate college outreach programs.

SUPERVISES:

N/A

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.

GRADUATION COACH (Continued)

Job Description Supplement No. 03

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.

PERFORMANCE RESPONSIBILITIES:**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.

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.

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.

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.

GRADUATION COACH (Continued)

- * (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.

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.
- * (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.

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.

GRADUATION COACH (Continued)

- *(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.

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.

Student Growth/Achievement

- *(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.
- *(51) Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.

*Essential Performance Responsibilities