

**Position Title: Graduation 20/20 Regional School Support Specialist (RS³)**

**Location:** RESA 4

**Salary:** RESA 4 Salary Schedule

**Contract:** All RESA 4 employment agreements are for one year or less. RESA does not issue continuing employment agreements. The agreement for this position is 220 day employment term for FY 2016. The execution of this agreement is contingent upon funding. All RESA 4 personnel are will and pleasure employees of the West Virginia Board of Education.

**Job Description:**

Position is Grant Funded through the West Virginia Department of Education (WVDE), Office of Special Programs (OSP)

**Qualifications:**

* Master’s degree in education or related field (counseling, school psychology, social work, etc.)
* Experience with secondary education preferred
* Experience with special education preferred
* Experience with technology and data analysis
* Leadership experience

**Job Goal:** Support the efforts to ensure that teaching and learning is designed and aligned to produce more high school graduates who graduate with college, career and community ready skills to be competitive in the complex 21st century global workforce.

Increase the graduation rate of all students, specifically the targeted graduation rate for students with disabilities, utilizing a data driven intervention framework, to build the capacity to identify needs and determine strategies and practices designed for individual schools.

To provide assistance to identified School Leadership Teams, identifying and resolving barriers to graduation; and facilitating smooth transitions.

Reports to Regional Education Support Agency (RESA) Special Education Coordinator/Director.

**Graduation 20/20 Regional School Support Specialist (RS³):**

Participate in activities designed to provide coaching, support and technical assistance for Graduation 20/20 Initiative.

* Implement, and/or participate in the Graduation 20/20 required professional learning (PL) provided through the WVDE OSP
* Utilize/interpret/prepare reports related to early warning system indicators (Bright Bytes or other WVDE systems)
* Attend quarterly RS³ meetings
* Provide and monitor implementation of professional learning and coaching aligned with WVDE OSP goals and objectives for Graduation 20/20
* Ensure any data and/or information required for the WVDE OSP Graduation 20/20 project evaluation and monitoring is collected and reported in a timely manner
* Complete and submit the monthly WVDE OSP Graduation 20/20 RS³ Log entries as well as any additional documentation of activities as required by the State Leadership Team
* Participate in monthly School Leadership Team meetings and/or school visits
* Participate in other responsibilities that may be assigned by the Graduation 20/20 State Leadership Team to meet goals and objectives

Support School Leadership Teams in the following components of the Graduation 20/20 activities.

* Identify a Graduation 20/20 School Leadership Team
* Analyze data with the assigned schools
* Compile and analyze student level data and determine priorities related to a targeted group of students, identify and monitor a specified targeted group of at-risk middle and high school students utilizing early warning indicators
* Develop the School Action Plan which supports initiatives for identified targeted group of students
* Implement, monitor and evaluate the School Action Plan with fidelity
* Direct data management and program evaluation and update data as required
* Ensure that required grading interval student data adheres to guidelines
* Ensure fidelity of implementation of interventions
* Keep current on of national research related to improving graduation rates and dropout prevention
* Develop and implement individual intervention strategies and graduation plans to increase the likelihood these students with disabilities will stay in school and graduate
* Collaborate with school leaders, counselors and teachers to develop systemic strategies to identify and support students
* Facilitate family involvement and relationships that will positively impact graduation and post school outcomes
* Develop partnerships with community organizations to support the goals of the Graduation 20/20, including mentoring and tutoring

Reports To: RESA 4 Director

Application: Send a letter of application, resume, and the names of three

 references with phone numbers and e-mail addresses to:

 David A. Warvel, Executive Director

 RESA 4

 404 Old Main Drive

 Summersville, WV 26651

Application Deadline: Friday, June 26, 2015 by 4:00 pm

Equal Employment Opportunity: “Equal employment opportunity will be granted to all persons regardless of age, race, creed, national origin, or handicap and no discrimination based upon such factors will be made in salary, promotion, demotion, transfer or termination of any employee.”