

Morgan County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Job Description of Graduation/Attendance Coach	Descriptor Code: 5.706	Issued Date: 10/04/16
		Rescinds: CGBP	Issued: 08/21/16

1 Qualifications:

- 2 1. Current Tennessee Teaching License.
- 3
- 4 2. Strong written, verbal, analytical and interpersonal skills.
- 5
- 6 3. Knowledge and ability to counsel students in school related matters, career options, and
- 7 social/emotional issue.
- 8
- 9 4. Able to develop and maintain positive rapport with student body, parents, co-workers, and
- 10 community members.

11 Duties:

- 12 1. Make daily phone calls to parents when their child is absent.
- 13
- 14 2. Identify absence, tardy, and early dismissal patterns and communicate these with school
- 15 administration, attendance supervisor, and parents/guardians.
- 16
- 17 3. Identify students with academic issues and communicate with school administration, school
- 18 counselor, students, and parents/guardians.
- 19
- 20 4. Identify students who are "At Risk" of not graduation and help formulate a remedial plan for
- 21 them.
- 22
- 23 5. Work to improve parent involvement with their children.
- 24
- 25 6. Make home visits as needed to address academic and attendance concerns.
- 26
- 27 7. Schedule and conduct student/parent conferences with "At Risk" students.
- 28
- 29 8. Meet with "At Risk" students on a regular basis and document said meetings.
- 30
- 31 9. Develop and maintain an attendance incentive plan.

- 1 10. Communicate with teachers to rapidly identify students with academic and attendance
2 problems.
- 3
- 4 11. Communicates with attendance supervisor about students with attendance issues.
- 5
- 6 12. Attends and participates in Truancy Board meetings.
- 7
- 8 13. Attends and participates in Juvenile Court proceedings when students at base schools are
9 petitioned for attendance or academic concerns.
- 10
- 11 14. Conducts and/or sets up remedial sessions for students who need help with make-up work.
- 12
- 13 15. Facilitates Credit Recovery for students who have a need.
- 14
- 15 16. Motivates students who need to make up work, recover credit, improve attendance, etc.
- 16
- 17 17. Work with school counselor to help identify and recommend students for Individual Study
18 Program.