



JOB TITLE	DEPARTMENT	REPORTS TO
Graduation Coach (Title I Grant Funded)	School Based or District	Director of Federal Programs

<b>Position No:</b> 61212	<b>Length of Work Year:</b> 11 Months
<b>Salary Schedule:</b> IN11	<b>Date Approved:</b> 6/25/13
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To provide assistance to identified high school students, individually and in groups, which includes, but is not limited to, analyzing data to identify students or subgroups with potential high school graduation deficiencies, implementing, and tracking individual high school graduation plans, identifying and resolving barriers to graduation, and facilitating smooth transitions from middle school to high school.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's degree; Master's preferred.</li> <li>2. Valid Florida certification in any of the following areas: Math, English Language Arts, Science, Social Studies, Counseling, or ESE.</li> <li>3. Minimum of five (5) years successful teaching experience at the secondary level.</li> <li>4. Successful experience working with secondary at risk populations.</li> <li>5. Understanding of the St. Lucie County Public Schools Student Progression Plan.</li> <li>6. Understanding of High School promotion criteria.</li> <li>7. Knowledge of local and state graduation criteria.</li> <li>8. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Collaborate with school leaders, counselors, and teachers to develop systemic strategies to identify and support students.</li> <li>2. Access and gather pertinent data in order to perform root cause analyses as to determine appropriate intervention path.</li> <li>3. Develop and implement individual intervention strategies and graduation plans to increase the likelihood that these students will stay in school and graduate.</li> <li>4. Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.</li> <li>5. Track the progress of individual and subpopulations of students as they progress toward graduation.</li> <li>6. Prepare timely reports on student progress towards meeting their graduation plans.</li> <li>7. Communicate effectively within the school and with parents for the support of the student.</li> <li>8. Develop a "Graduation Team" for each identified student that includes an administrator, two teachers, a counselor and/or school social worker.</li> <li>9. Works with faculty and administrators to adapt curriculum and instruction to meet the needs of identified at risk students.</li> <li>10. To demonstrate interpersonal skills as a member of the academic coaching team and build trust with students, teachers and school leadership.</li> <li>11. Attend, participate in, and redeliver as appropriate all required high school graduation coach training provided by St. Lucie County Public Schools and/or its collaborative partners.</li> <li>12. To perform assigned tasks in a timely and efficient manner.</li> <li>13. To perform the assigned tasks with a high standard of quality.</li> </ol>

14. To perform the other duties as directed.

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.