

Job Title:	Graduation Coach	Wage/Hour Status:	Exempt
Reports to:	Principal/Director, Counseling and Advising	Pay Grade:	TBA
Dept./School:	Assigned Campus	Date Revised:	November 20, 2019

Primary Purpose

Coordinate the district's program for students in at-risk situations. Collaborate with district staff and outside personnel to provide educational and career opportunities for students in at-risk situations.

Qualifications**Education/Certification**

Bachelor's Degree
Valid Texas Teacher's Certificate

Special Knowledge/Skills

- Ability to organize and coordinate campus-wide programs
- Ability to interpret data
- Knowledge of curriculum and instruction
- Familiarity with the juvenile judicial system
- Familiarity with community agency resources and referral process
- Strong organizational, communication and interpersonal skills

Experience

Two (2) years experience as a classroom teacher

Major Responsibilities and Duties**Program Management**

1. Implement and document procedures to identify and monitor at-risk students at all grade levels districtwide, including review of student data through District approved platforms, e.g. College and Career Readiness Planner (CCRP).
2. Promote District initiatives and a growth mindset when working with staff, parents, community, and students.
3. Collaboration regarding students in at-risk situations with alternative course work through curriculum modification and acceleration.
4. Coordinate education and community services for pregnant students, students living in homeless situations, migrant students, and other At-Risk students.
5. Participate in the alternative education placement process.
6. Assist in coordinating and maintaining compliance with the Drug-Free Schools and Community Act.
7. Develop and coordinate a continuing evaluation of the at-risk program and implements changes based on the findings.
8. Provide resources and materials to aid staff in accomplishing program goals, focusing on At-Risk students to include migrant students.
9. Participate in the migrant student performance teamwork (MSPT) campus committee.
10. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations.
11. Perform other assigned duties as required by the supervisor.
12. Submit reports as requested by the Director, Counseling and Advising.

School/Organizational Climate

13. Communicate and promote high expectations for student performance and behavior.
14. Participate in establishing and maintaining a positive school climate.
15. Foster collegiality and team building among staff.
16. Communicate effectively with students, parents, staff, and community.

17. Contribute and support colleagues in accomplishing the school's mission.
18. Develop, promote, and support a campus-wide culture focused on District student learning goals, with an emphasis on trust, respect and responsibility for students, parents, teachers and staff.

School/Organizational Improvement

19. Identify, analyze and apply research findings to facilitate the delivery services for at-risk students.
20. Develop, maintain, and utilize the TEAMS information systems and record necessary for attainment of district graduation goals.
21. Provide and document student information and assist with decision-making regarding academic, personal, and social/emotional matters at the campus, through District approved platforms, e.g. CCRP.
22. Submit reports as requested by the Director, Counseling and Advising

Administration/ Management

23. Comply with policies established by federal and state laws, State Board of Education rule, and District Board legal and local, bulletins, and regulation policy.
24. Manage work activities and resources effectively to accomplish Counseling and Advising and District goals.

Student Management

25. Consult with school counselors, parents, teachers, administrators, and outside agencies to help students and their families address academic, personal, and social/emotional needs.
26. Plan and align collaboratively with high school counselors regarding the academic, emotional and social needs of all students.
27. Maintain and submit student management services reports as requested by the Director, Counseling and Advising.

School/Community Relations

28. Assist with providing parents information about the following: District policies and procedures, course offerings, high school course offerings, Program of Study (POS), high school graduation plans (minimum, recommended, and DAP), Magnet school information, early college high school (Associates Degree), Dual Credit, and advanced academics (PAP, AP).
29. Assist by providing information to parents about students' academic progress for graduation.
30. Assist with coordination of visits for representatives of colleges, universities, agencies, businesses, Military Recruiters, and other community resources.
31. Assist with District efforts to improve student attendance.
32. Assist campus administration with parental outreach: training approved home visits, etc.
33. Project a positive image to the community.
34. Provide quality customer service and professional behavior when working with staff, parents, community, and students.
35. Maintain on-going communication with Principal, Lead Counselors, District Supplemental Counselor, and Director, Counseling and Advising.

Professional Growth and Development

36. Utilize performance evaluation results and the appraisal process to improve performance.
37. Improve skills and knowledge through available in-service training and self-initiated professional training opportunities.
38. Develop and maintain positive working relationships with other school professionals and representatives of community resources.
39. Participate in professional development to improve skills and knowledge related to job assignment.
40. Adhere to ethical and legal standards and model behavior that is professional and responsible.
41. Report to the principal in writing, any identified irregularities found in the student academic records.
42. Maintain and submit professional development reports as requested by the Director, Counseling and Advising
43. Perform other duties as assigned by supervisor.

Supervisory responsibilities

None

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent prolonged and irregular hours.
Frequent districtwide travel.

Terms of Employment

189 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.