

Job Title:	Graduation Coach, Court Liaison	Wage/Hour Status:	Exempt
Reports to:	Principal/Director Counseling and Advising	Pay Grade:	TBA
Dept./School:	Delta Academy	Date Revised:	November 6, 2023

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. Provide counseling and services for each court-related child and child's parents to establish or reestablish normal attendance and progress of the child in the school.

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
- Demonstrate knowledge of EPISD Board Policies and administration regulations pertaining to student attendance, truancy, student discipline, and Student Code of Conduct
- Strong organizational, communication and interpersonal skills
- Ability to communicate effectively

Experience

Two (2) years' experience as a classroom teacher
Two (2) years' experience in counseling or at-risk coordinator

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. CCRP.
2. Promote District initiatives and a growth mindset when working with staff, parents, community, and students.
3. Collaborate 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. Consult with parents, administrators, counselors, teachers, community agencies, and other relevant individuals regarding students in at-risk situations.
10. Assist with the application process and reports related to Title 1 Part D Grant.
11. Support JPD in their weekly assessment of every student as scheduled throughout the year.
12. Implement a procedure for tracking and follow-up on students once they leave Delta.
13. Serve as the first contact between the school district and a youth that is detained at the Juvenile Justice Center.

14. Notify school(s) concerning the detention, long-term placement, and release of their respective students.
15. Assist with collecting all pertinent court documents, arrest documents, and detention records that the schools, the Juvenile Justice Center personnel, and the school districts need for record keeping and decision making.
16. Assist with collecting all pertinent academic records, discipline referrals, and immunization records, transcripts and STAAR/EOC scores from the schools for the Juvenile Probation Department and Delta Academy.
17. Assist with collecting information and records from the home campuses and districts on all special education identified students when they are arrested and detained.
18. Assist the home campuses, as the need arises, for holding ARD's for students who are in the detention unit at the Juvenile Justice Center.
19. Ensure all "Court Related Children" are duly registered in and enrolled into Delta Academy if a child is detained more than two (2) days.
20. Ensure all "Court Related Children" enrolled at Delta Academy are withdrawn from the school and promptly enrolled at another accredited school upon release from the Juvenile Detention Center.
21. Attend court hearings daily
 - Ensure that all parents/guardians register their detained son/daughter at Delta Academy.
 - Provide the enrollment information to the registrar on a daily basis.
 - Provide weekly records to the principal.
22. Maintain confidentiality and an optimal level of discretion regarding student information.
23. Attend all faculty and staff meetings and events.
24. Collaborate with the Juvenile Probation Department, home school and the parents in addressing the student's needs.
25. Submit reports as requested by the Director, Counseling and Advising.

School/Organizational Climate

26. Communicate and promote high expectations for student performance and behavior.
27. Participate in establishing and maintaining a positive school climate.
28. Foster collegiality and team building among staff.
29. Communicate effectively with students, parents, staff, and community.
30. Contribute and support colleagues in accomplishing the school's mission.
31. 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

32. Identify, analyze and apply research findings to facilitate the delivery of services for at-risk students.
33. Develop, maintain, and utilize Frontline/EAMS information systems and records necessary for attainment of district graduation goals.
34. 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.
35. Submit reports as requested by the Director, Counseling and Advising

Administration/ Management

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

Student Management

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

School/Community Relations

- 41. 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).
- 42. Assist by providing information to parents about students' academic progress for graduation.
- 43. Assist with coordination of visits for representatives of colleges, universities, agencies, businesses, Military Recruiters, and other community resources.
- 44. Assist with District efforts to improve student attendance.
- 45. Assist campus administration with parental outreach: training approved home visits, etc.
- 46. Project a positive image to the community.
- 47. Provide quality customer service and professional behavior when working with staff, parents, community, and students.
- 48. Maintain on-going communication with Principal, Lead Counselors, District Supplemental Counselor, and Director, Counseling and Advising.

Professional Growth and Development

- 49. Utilize performance evaluation results and the appraisal process to improve performance.
- 50. Improve skills and knowledge through available in-service training and self-initiated professional training opportunities.
- 51. Develop and maintain positive working relationships with other school professionals and representatives of community resources.
- 52. Participate in professional development to improve skills and knowledge related to job assignment.
- 53. Adhere to ethical and legal standards and model behavior that is professional and responsible.
- 54. Report to the principal in writing, any identified irregularities found in the student academic records.
- 55. Maintain and submit professional development reports as requested by the Director, Counseling and Advising.
- 56. 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

221 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, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en p56ácticas 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, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball 230-2856.