

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Graduation Coach

GENERAL DESCRIPTION

The essential function of the position within the organization is 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.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees may be assigned additional duties by management as required.

1. Collaborate with school leaders, counselors, and teachers to develop systemic strategies to identify and support students.
2. Access and gather pertinent data in order to perform root cause analyses as to determine appropriate intervention path.
3. Develop and implement individual intervention strategies and graduation plans to increase the likelihood that these students will stay in school and graduate.
4. Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.
5. Track the progress of individual and subpopulations of students as they progress toward graduation.
6. Prepare timely reports on student progress towards meeting their graduation plans.
7. Communicate effectively within the school and with parents for the support of the student.
8. Develop a "Graduation Team" for each identified student that includes an administrator, two teachers, a counselor and/or school social worker.
9. Works with faculty and administrators to adapt curriculum and instruction to meet the needs of identified at risk students.
10. To demonstrate interpersonal skills as a member of the academic coaching team and build trust with students, teachers and school leadership.

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11. Attend, participate in, and redeliver as appropriate all required high school graduation coach training provided by Monroe County School District and/or its collaborate partners.
12. To perform assigned tasks in a timely and efficient manner.
13. To perform the assigned tasks with a high standard of quality.
14. Must have understanding of the Monroe County School District Student Progression Plan.
15. Must have understanding of High School promotion criteria.
16. Must have knowledge of local and state graduation criteria.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs complex arithmetic operations using data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion; speaks with or signals to people to convey or exchange information.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirement:

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“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

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“Education Requirements” refers to job specific training and education required for entry into the position.

Bachelor’s Degree. Master’s Preferred.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Minimum of five (5) years successful teaching experience at the secondary level.

Successful experience working with secondary at risk populations.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing and walking for brief periods, exerting up to 30 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

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ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:
Instructional Annual Contract

Reports To:
Building or Site Administrator

Supervises:
Classroom Assignment(s)

PAY GRADE: From: ILA01 To: ILQQ03
Exempt
Number of Months: 11 Number of Days: 220 Hours: 7.5

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 7/27/2021