

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

09/2022	Graduation Coach	2.12.29
Effective Date	Job Title	Index

### **PURPOSE**

To support student achievement by coordinating parent involvement, family support activities, and community outreach programs for at-risk students. Assist in the planning and implementation of programs. Monitor, communicate, and evaluate activities and services for parents, school staff, and community partners.

Graduation Coaches will act as case managers for at-risk students. Providing support or directing students to an appropriate community or school resource for the purpose of keeping the student in the learning program they are enrolled in.

### **CLASS CHARACTERISTICS**

Recovery and placement of students into an appropriate program.

Check and Monitor recovered students as needed.

Prevention – Make contact with students that have six or more consecutive absences in high school. The goal is to prevent students from dropping out (W8).

Make contact with middle school students who have been identified as in great risk of dropping out.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports directly to and receives evaluation from the Coordinator of High School Graduation Initiative Grant in coordination with the Project Director. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed regularly while in progress and upon completion.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

NOTE: Actual job duties may vary based on school/department and/or function.

Utilize the components of a profile of characteristics of potential dropouts to identify high school students with the high probability of not graduating from high school.

Collaborate with feeder middle school(s) to utilize the components of a profile of characteristics of potential dropouts developed to identify middle school students with the high probability of not graduating from high school.

Develop and implement individual intervention strategies to increase the likelihood that the students will stay in school and graduate from high school.

Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.

Identify and link area social agencies with parents/guardians and youth at-risk of not graduating.

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Develop partnerships with community organizations to support the goals of the high school graduation initiative.

Helping school staff to develop and coordinate extended day, before and after school and intersession programs.

Advocate for students and parents and promoting interest in schooling and enhancing sense of community and commitment.

Provide transportation to students and families to community resources for the receipt of social services as outlined in Administrative Procedure HUM-P010.

Assess needs of students, parents and community members.

Encourage parents of bilingual/bicultural students to upgrade their skills and knowledge of the educational process.

May serve as interpreter during parent-teacher conferences, special education meetings, disciplinary referrals, and other school-based meetings as needed.

Promote school projects and programs to the community.

Facilitate community involvement in school programs and activities.

Assist school and district staff with home visits.

Collaborate with school, law enforcement, and court systems to address student truancy issues.

Maintain and preserve database of student caseload.

Maintain regular and consistent attendance and punctuality.

Perform related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of organization and coordination of school and community programs, activities and facilities

Principles and practices of planning, needs assessment, management, problem solving, group process and evaluation

Educational programs and community resources

Principles and methods of school and community organization

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**Ability to:**

Recruit, encourage and promote community and parent participation

Analyze problems and implement developed plan and procedures

Assess and evaluate community and school needs and resources, and assist in developing and implementing programs to meet those needs

Run and maintain accurate records for programs

Operate a computer and related peripheral equipment and software

Establish and maintain effective working relationships with those contacted in the course of work

Communicate clearly and concisely, both orally and in writing

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate.

**Experience:**

Two years of progressively responsible experience in assessing student and parent involvement and/or community education needs and parent involvement and/or community education program development, or closely related field.

**Training:**

Equivalent to an Associate Degree from an accredited college or university with major course work in family support, community development, parent outreach, early childhood, or related field.

**Special Requirements:**

Possession of, or ability to obtain, a valid Oregon driver's license.

**Work Environment:**

Climate controlled office settings and home and/or school visits. Exposure to minimal noise intensity levels.

High level of contact with staff and outside agencies/community.

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**Physical Requirements:**

Frequent talking, hearing and sitting for extended periods. Mobility to work in a typical office setting and use standard office equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary-Light – Exert force to 15 pounds frequently and 20 pounds occasionally and/or negligible force to lift, carry, push, pull, or otherwise move objects.

**Salem-Keizer School District is an equal opportunity employer.**

Position: Graduation Coach

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_