

# HIGH SCHOOL GRADUATION COACH

## Job Description

### Qualifications:

1. Qualifications as outlined in West Virginia Code 18A-4-7a.
2. Meet minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel.
3. Satisfactory evaluations and/or recommendations from professional associates, employers, and/or supervisors.
4. Ability to communicate effectively with students, school personnel, and parents.
5. Demonstrated ability to organize and implement effective programming for students.
6. Educational philosophy compatible with the Jackson County Board of Education.
7. Ability to work cooperatively and effectively with others.
8. Ability to motivate students and get them excited about learning.

Immediate Supervisor:      School Principal

### Duties and Responsibilities:

1. Work with school administrators, counselors, teachers, and Director of Attendance to identify and assist students which may be at risk of not graduating from high school.
2. Develop and implement individual intervention strategies to increase the likelihood that identified students will graduate from high school.
3. Develop and foster a positive rapport with students by engaging them daily during times outside the classroom setting. (i.e. during breakfast, lunch or other unstructured times during the school day.)
4. Develop and foster a positive rapport with parents of at risk students in order to establish parental support/involvement in their child's education.
5. Track student progress, on a weekly basis, as it relates to grades, discipline, and attendance as they work towards graduation.
6. Documented conferences with students and/or their parent/guardian, at least monthly, regarding student progress or obstacles pertaining to graduation.
7. Work in conjunction with the efforts of the SAT, IEP, and/or 504 Team(s), Attendance Director, Counselor, and School Nurse to connect individual students and their parents with community resources programs.
8. Administer/monitor students working in the county approved credit recovery program.

9. Participate in the development of partnerships with community organizations to support the goals of the program.
10. Provide to the Superintendent, at the conclusion of each grading period, information regarding the effectiveness of the program including, but not limited to the: 1) number of students who met their individual goals, 2) number of students who remained in school and made progress towards graduation, 3) effectiveness of credit recovery program, 4) graduation rate for identified students.
11. Assist at risk students in the transition from eighth to ninth grade, or from other educational/institutional settings.
12. Participate as an active member of the county Drop-out Prevention Committee and appropriate school based improvement teams.
13. Be available to conduct home visits if necessary.
14. Other duties as assigned by the principal which may relate to improving the graduation rate of students.

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Jackson County Board of Education  
July 2012