

Position Guide Dawson County School System

Title:	
High School Graduation Coach	
Date Approved:	Date Revised:
Reports To:	Terms of Employment:
Principal	10 months
Supervises:	Pay Schedule/Grade:
	Local Supplement
	Descriptor Code:
Qualifications:	
Certified Teacher	

Superintendent



Principal



High School Graduation Coach

Performance Responsibilities:

Identify At-Risk Students:

Utilize the components of a profile of characteristics of potential dropouts to identify high school students at risk of dropping out. These characteristics include:

- History of school failure, retention, and/or overage for grade;
- Low CRCT scores, reading and/or math achievement;
- Failure of the GHSGT or EOCT; Special education/disability;
- Attendance problems/truancy; Behavioral problems, history of suspensions, high-risk peer group;
- Disengagement from school, low expectations, lack of extracurricular involvement;
- Family status or risk factors-economically disadvantaged, high mobility, non-native English speakers.

Generate School Support and Develop Graduation Team(s):

In collaboration with a school's existing leadership, develop a Graduation Team(s) that includes administrators, teachers, advisors, counselors, school social workers and/or any other relevant service providers. The Graduation Team(s) will help identify at-risk students, assess school and student needs, and develop/coordinate appropriate interventions.

Graduation team(s) may utilize existing school-based teams, such as School Leadership, Improvement, and/or Student Support Teams.

Develop School-Wide Support and Interventions:

Work with faculty and administrators to develop credit recovery and alternative options and to adapt curriculum and differentiate instruction to meet the needs of identified at-risk students;

Attend, participate in, and redeliver as appropriate all required High School Graduation Coach training provided by the Department of Education;

Provide training and/or support to middle school and high school teachers on support measures that work with youth Identified as at risk of not graduating.

Provide Direct Service and Case Management:

- Develop and implement individual, small group, and whole school intervention and prevention strategies to increase the likelihood that students will stay in school and graduate;
- Work with students to develop a graduation and career plan (Peach State Pathways) to include the best program to meet academic and post-secondary goals

Develop Transition Programs and Vertical Teams with Middle and High Schools:

- Collaborate with feeder middle school(s) to identify in-coming middle school students at-risk of high school failure;
- Conduct quarterly vertical team meetings among middle, and high school faculty and staff to develop action steps to improve individual student and subgroup transition success rate; Collaborate with teachers, counselors, and/or advisors to assure the continued use of the transition process for 8th graders and freshmen to help students successfully adapt to the rigors of the high school experience.

Develop Relationships with Parents/Guardians, Community Organizations, and Other Resources:

- Connect individual students and their parents/guardians with community organizations and programs, such as Communities In Schools, Family Connections, Georgia College 411, Early College as well as area technical colleges;
- Develop or work with local mentoring programs, business and/or community coaches to connect individual students with mentors; Provide support and outreach to parents/guardians of students identified as being at risk of not graduating.

Assessment and Reporting:

- Track the progress of individual students and subgroups as they progress toward high school; Conduct and analyze on-going formative and summative evaluation data of program effectiveness; Provide and/or submit reports to the Department of Education as scheduled/requested.

Assume all other duties as assigned by the principal or designee.