

McDowell County Schools

POSITION: Graduation Coach (Graduation 20/20) – Contracted Services
One coach for Mount View Middle School (grades 6-8) – 1 position

REPORTS TO: School Principal and Regional School Support Specialist (RS³) for
\Graduation 20/20

CLASSIFICATION: Professional

EMPLOYMENT TERM: January 2018 – May 2018
Up to 7 hours per day, 1 day per week as funding permits
and as scheduled by the Regional School Support Specialist up to 20
days per school year

COMPENSATION: \$250 per day

JOB SUMMARY: **The Graduation Coach** is professional educator who provides assistance to identified at-risk students in a Graduation 20/20-identified school. The **Graduation Coach** will improve graduation rates by developing, planning, and implementing strategies with at-risk students to keep them on track for high school graduation. The **Graduation Coach** will identify and resolve barriers to graduation and will collaborate with school personnel, the Regional School Support Specialist, and outside agencies as necessary to ensure students graduate and/or to facilitate post-secondary plans.

QUALIFICATIONS:

- Minimum of a Bachelor's Degree required:
 - Must hold or be eligible to hold a valid West Virginia teaching, student support, or administrative certificate; preference given to one who holds certification in administration, counseling, or has previous experience working as a graduation coach for Graduation 20/20;
- Experience working with at-risk students;
- Knowledge of special education policies and law, i.e., IDEA, IEPs, etc.;
- Ability to work collaboratively;
- Ability to develop, implement and track intervention plans and strategies;
- Ability to analyze and interpret appropriate data;
- Ability to effectively communicate, both written and oral;
- Basic knowledge and understanding of technology to effectively use computer programs such as Microsoft Office – Word, Excel, Outlook, etc.as necessary;
- Valid driver's license;
- Reliable transportation and willingness to travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The **Graduation Coach** will work in collaboration with the Regional School Support Specialist for Graduation 20/20 and with the school's Graduation 20/20 Leadership Team to provide intervention strategies for identified at-risk students to successfully prepare them for high school graduation and beyond. Essential to the success of the **Graduation Coach** will be his/her ability to create and maintain relationships necessary to ensure the students' success, to develop and implement intervention strategies, and to effectively communicate with all stakeholders; therefore, duties will include, but not be limited to the following:

Relationships:

- Create and maintain a relationship with identified at-risk students that is built on trust and respect;
- Create and maintain a professional relationship with school administrators, faculty, staff, outside agencies, and the RS³;
- Create and maintain a data base of identified students and their family; and
- Create and maintain a log of daily work with identified students and their family.

Intervention Strategies:

- Develop and implement intervention strategies based on the individual needs of each student;
- Assist each student in creating a plan of success, including short and long term goals necessary to meet the academic requirements of the plan;
- Schedule regular meetings with students (and family as necessary) to review goals and make adjustments to the plan;
- Identify and connect students and/or family with appropriate community resources;
- Develop partnerships with community members/organizations to support the goals of students' graduation plans;
- Provide post-secondary/career counseling as appropriate;
- Create and schedule a 'family night' to meet the family of each student;
- Create and implement a survey of the families to discover needs;
- Provide training for family of identified students as appropriate;

Effective Communication:

- Create and maintain electronic versions of records including, but not limited to:
 - Accurate running record of daily work including time spent with students;
 - Accurate records of bi-weekly time and monthly time to share with the RS³
- Attend and participate in meetings scheduled by the RS³

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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CLOSING DATE FOR RECEIPT OF THE APPLICATION: January 19, 2018 at 4:00 pm

Submit completed application and résumé to:

**Linda Bragg at RESA I
400 Neville Street
Beckley, WV 25801**