

FREMONT SCHOOL DISTRICT  
POSITION DESCRIPTION

POSITION TITLE: Graduation Coach

CONTRACT TYPE:

JOB GOAL: To provide students with school-based coordination and coaching in the areas of alternative learning plans, extended learning opportunities, and other special programming to support high school graduation. This position also provides coaching for academic, social, and life-career-college development and readiness. This position works with the students most at-risk for homelessness, attendance/truancy issues, behavioral and social issues, and academic failure.

QUALIFICATIONS:

1. Valid NHDOE teaching certificate or NH license in a related field such as counseling or social work.
2. Experience in alternative programming, extended learning opportunities, and other special programming
3. Experience in supporting students for academic, social, emotional, and other personal challenges
4. Experience and other qualifications as specified by the Superintendent

REPORTS TO: Special Services Director

PERFORMANCE RESPONSIBILITIES:

- Knowledgeable of life-career-college curriculum development, the special education process and rules, compulsory school attendance (SB-18) and alternative learning plans, extended learning opportunities, community-based resources, best practices in high school dropout prevention, social and cultural diversity, McKinney/Vento, IDEA, family systems, and mental health and developmental services.
- Demonstrates coaching skills; supervisory skills; problem solving skills; verbal and written communication skills; organizational skills; liaison skills with community resources and wrap around services; data analysis skills; and technology skills in the areas of student programming, instructional interventions, and national/state assessment.
- Develops constructive partnerships with students, staff, and families; plans, organizes, implements, and administers alternative learning plans; advocates for students; resolves conflict; uses, manages, and analyzes student data; identifies student needs; and successfully begins, maintains, and terminates coaching relationships within appropriate boundaries.
- Assesses student needs to develop appropriate alternative learning plans.
- Organizes alternative learning plan meetings with student, staff, and parent.
  
- Plans, organizes, implements, and monitors extended learning opportunities, credit recovery and other student plans which are created with the specific goal of high school completion.

- Demonstrates knowledge of life, career, and college readiness development and student program.
- Demonstrates knowledge of students' learning goals and required work habits and behavior management techniques within the curriculum to promote and support student success.
- Demonstrates knowledge of and promotes relationships with community-based agencies (such as area mental health center, vocational rehabilitation, area adult learning center, and on-line high school programs) to support students.
- Interacts directly with students to assist with academic and social needs, develops and delivers intervention services and helps students develop goals for their future.
- Trains and supports staff (such as tutor, on-line teacher, ELO teacher, and adult education teacher) working directly with the student, if applicable.
- Demonstrates flexibility and responsiveness to student and school needs.
- Follows up with students, parents, and school staff to determine the effectiveness of alternative learning plan and take proactive action as needed.
- Monitors and addresses each student's risk factors for high school dropout that can be mitigated.
- Maintains organized, clear, accurate, and useful records.
- Guides and encourages students to develop and implement life, career, and college goals and plans.
- Assesses, identifies, and implements appropriate intervention strategies and connects to appropriate programs (such as ELO, on-line schooling, hybrid of on-line and tutoring, adult education courses).
- Facilitates coordinated communication among teachers, student, families, adult learning center, etc.
- Coordinates with the business community to arrange non-traditional ELOs such as mentorships and apprenticeships
- Adheres to ethical, legal and professional standards including ethical and professional decision making; professional work characteristics; maintaining confidentiality; and disposition that reflect personal integrity.

**OTHER**

Perform any additional duties as requested by the Director of Special Services or designee, which are consistent with the effective and orderly operation of this position and the Fremont School District goals and mission.

**PHYSICAL ACTIVITY REQUIREMENTS**

**Primary Physical Requirements:**

- |                        |                       |
|------------------------|-----------------------|
| 1. Lift up to 10 lbs.: | Occasionally required |
| 2. Lift 11 to 25 lbs.: | Occasionally required |
| 3. Lift 25 to 50 lbs.: | Rarely required       |
| 4. Lift over 50 lbs.:  | Not required          |
| 5. Carry up to 10 lbs: | Occasionally required |
| 6. Carry 11 to 25 lbs: | Occasionally required |
| 7. Carry 26 to 50 lbs: | Not required          |

- |                                  |                       |
|----------------------------------|-----------------------|
| 8. Carry over 50 lbs:            | Not required          |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Not required          |

**Hand Manipulation:**

- |                            |                                            |
|----------------------------|--------------------------------------------|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torquing:               | Not required                               |
| 4. Fingering               | frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

**Other Physical Consideration:**

- |               |                       |
|---------------|-----------------------|
| 1. Twisting:  | Not required          |
| 2. Bending:   | Occasionally required |
| 3. Crawling:  | Not required          |
| 4. Squatting: | Occasionally required |
| 5. Kneeling:  | Not required          |
| 6. Crouching: | Occasionally required |
| 7. Climbing:  | Not required          |
| 8. Balancing: | Not required          |

**Work Surface (s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 <u>5</u> 6 7 8
Stand	<u>1</u> 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	<u>1</u> 2 3 4 5 6 7 8

**Cognitive and Sensory Requirement(s):**

- |                          |                                                    |
|--------------------------|----------------------------------------------------|
| 1. Talking:              | Necessary for communicating with others.           |
| 2. Hearing:              | Necessary for receiving instructions and queries.  |
| 3. Sight:                | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required.                                      |

**Specific Vocational Preparation Requirements:**

- |                                                               |       |
|---------------------------------------------------------------|-------|
| 1. Short demonstration only                                   | _____ |
| 2. Any beyond short demonstration up to and including 30 days | _____ |
| 3. 30-90 days                                                 | _____ |
| 4. 91-180 days                                                | _____ |
| 5. 181 days to 1 year                                         | _____ |

- |                  |              |
|------------------|--------------|
| 6. 1 to 2 years  | _____        |
| 7. 2 to 4 years  | <u>  X  </u> |
| 8. 4 to 10 years | _____        |
| 9. Over 10 years | _____        |

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students and parents.

**Summary of Occupational Exposures:**

May be exposed to cleaning fluids and copier toner.

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge, skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.