Graduation Coach at
Pocahontas County High School

JOB SUMMARY:
The graduation coach shall work with students, faculty, parents, and the community to improve graduation rates. Provide assistance to all high school students individually and in groups, regarding high school completion and graduation. This assistance includes, but is not limited to, analyzing data to identify students or subgroups with potential high school graduation problems; planning, implementing, and tracking individual high school graduation plans; identifying and resolving barriers to graduation; facilitating career choices and planning; and working to improve graduation rates for all population subgroups within the school.

QUALIFICATION/CERTIFICATION:
- WV Teaching Certification (Bachelor’s degree or higher), School Social Work, School Counselor, or experience in the Mental Health Field
- Successful experience working with secondary at-risk students preferred.
- Ability to communicate effectively with youth and adults
- Working knowledge of appropriate strategies for reducing behaviors that put students at risk of not graduating from high school.
- Ability to analyze, develop, implement, and track intervention plans and strategies
- Knowledge of and the ability to analyze data
- An understanding of the multiplicity of social services available to the community to support at risk of not graduating.
- Knowledge of alternative education opportunities (e.g. Credit Recovery, Virtual Schools)
- Good Evaluations and/or recommendations from professional associates, employers, and/or supervisors
- Criminal history background check

ESSENTIAL DUTIES and RESPONSIBILITIES:
The Graduation Coach shall work to improve graduation rates for all population subgroups within the school by performing the following duties and responsibilities:
- Works with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals.
- Employs a profile of characteristics of potential dropouts to identify high school and middle schools students with a high probability of not graduating.
- Develops and implements individual intervention strategies to increase the likelihood that these students will stay in school and graduate.
- Tracks the progress of individual students as they progress toward graduation.
- Makes frequent personal contact with students considered at-risk of not graduating.
- Assists with transition programs for 9th graders so they successfully adapt to the rigor and demands of high school.
- Conducts and analyzes on-going evaluation data of the program.
- Provides and/or submits reports to the administration and county office when requested

Conducts an analysis that focuses on data for individual students and subgroups such as:
  - State Tests
  - National Standardized Tests: SAT and ACT
  - Local records: attendance records, behavior records, records of teacher conferences. Records of parent/guardian conferences. Records of student conferences, SAT meetings grade retention records, and records of credits earned

- Assists with providing training to parents/guardians of students identified as being at risk of not graduating
- Provide training to parents/guardians of students identified as being at risk of not graduating
- Connects individual students and their parents/guardians with appropriate credit or course recovery options, as appropriate
- Provides students with appropriate career and post-secondary preparation, programs, and services
- Connects individual students and their parents/guardians with local support services
- Assists with providing training to middle/high school teachers on support measures that work with youth identified as at risk of not graduating and the youth’s parent/guardian
- Assist with training of middle/high school faculties on the components of an effective “teacher as advisors” program
- Develops a “graduation Team” or similar team that exists in the school, for each identified student that minimally includes an administrator, two teachers, a counselor and/or social worker or attendance officer
- Identify and link area social agencies with youth-at-risk of not graduating and their parents/guardians
- Conducts and analyzes on-going formative and summative evaluation data of the program’s effectiveness such as:
  - What interventions were most utilized in achievement plans created for each at risk student
  - Number of percent of at-risk students who met part or all of their goals in their academic plan
  - Number and percent of identified at risk student in the school compared to the total school population and the rational for why the number/percent is higher or lower than the state average.
- Attend and participate in all required in-service programs
- Stay current through professional development opportunities

**SALARY:** 3 hours per day, 4 days per week, at $20 per hour.
TERM OF EMPLOYMENT: Effective August 9, 2018 for the 2018-2019 school year.

REQUEST FOR EMPLOYMENT: Send letter of application to:

Terrence Beam, Personnel Director
Pocahontas County Schools
926 Fifth Avenue
Marlinton, WV 24954

Each vacancy posting must be responded to in an original letter of application postmarked or hand delivered by deadline date.

POSTED: May 7, 2018

DEADLINE: May 15, 2018

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NOTE: State and Federal laws include Title IX, Education Amendments of 1972, Title VII, Civil Rights Act of 1964, Rehabilitation Act of 1973, Section 504, and other State or Federal laws and regulations governing students and employees.