

NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: January 10, 2019

TITLE: Graduation Coach

REPORTS TO: Principal

SUPERVISES: N/A

TERM: 12 months

JOB GOAL: Work to improve graduation rates for all population subgroups within the school

QUALIFICATIONS AND TRAINING:

- Administrative certification or proof of working toward certification
- At least 3 years of experience in one or a combination of the certificated areas in secondary education
- Successful experience working with secondary at-risk students
- Ability to communicate effectively with youth and adults
- Knowledge of and the ability to analyze data, including data available from the Tennessee Department of Education
- An understanding of the social services available in the community to support students at risk of not graduation
- Knowledge of alternative education opportunities

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

1. Utilize the components of a profile of characteristics of potential dropouts developed by the Haywood County BOE to identify high school students with the high probability of not graduating
2. Collaborate with feeder middle school(s) to utilize the components of a profile of characteristics of potential dropouts developed by the Haywood County BOE to identify middle school students with the probability of not graduating
3. Employ the Haywood County BOE School Improvement Data Utilization Guide to identify student scoring within a band of 5% above and 5% below proficiency levels ("bubble students")
4. Employ the Haywood County BOE School Improvement Data Utilization Guide to identify students scoring significantly below proficiency levels
5. Conduct an analysis that focuses on data for individual students and subgroup such as:

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- State Standardized Test: EOC and Gateway
 - National Standardized Test: SAT and ACT
 - Local Records: attendance records, behavior records, records of teacher conferences, records of parent conferences, records of student conferences, grade retention records, and records of credits earned
6. Develop and implement individual intervention strategies to increase the likelihood that these students will stay in school and graduate
 7. Work with students to develop a graduation and achievement plan to include the best program to meet academic and post-secondary goals
 8. Coordinate a transition program for 9th graders to successfully adapt to rigor of high school; such as 9th grade academy
 9. Develop a “Graduation Team” for each identified student that minimally includes an administrator, two teachers, a counselor and /or school social worker or a representative from a local support and mentoring agency
 10. Develop a local mentoring program with business partners and connect individual students with mentors
 11. Track the progress of individual and subpopulations of students as they progress toward graduation
 12. Provide training to parents of students identified as being at risk of not graduating
 13. Provide training to middle school and high school teachers on support measures that work with youth identified as a risk of not graduating and the youth’s portents/guardians
 14. Work with faculty and administrators to adapt curriculum and instruction to meet the needs of identified at risk students
 15. Identify and link area social agencies with youth at risk of not graduation and their parents/guardians
 16. Train middle school and high school teachers on the components of an effective “teachers as advisors” program
 17. Conduct quarterly vertical team meetings among elementary, middle, and high school faculty and staff to develop action steps to improve individual student and subgroup transition success rate
 18. Attend, participate in, and redeliver as appropriate all required high school graduation coach training provided by the Department of Education and/or its collaborative partners
 19. Develop partnerships with community organizations to support the goals of the high school graduation initiative
 20. Conduct and analyze on-going formative and summative evaluation data of program effectiveness such as:
 - What interventions were most utilized in achievement plans created for each at risk student
 - Number and percent of at risk students in the school goals in their academic plan

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- Number and percent of identified at risk students in the school compared to total school population and rationale for why the number/percent is higher or lower than the state average
21. Provide and/or submit reports to the Superintendent as scheduled and requested

APPLICATION PROCEDURE

Haywood County Schools' Employees must submit to Toni Eubanks
(toni.eubanks@hcsk12.net)

- (1). A Letter of Intent
- (2). Resume

Non-Haywood County Schools' Candidates must submit to Toni Eubanks
(toni.eubanks@hcsk12.net)

- (1). A Letter of Intent
- (2). A Resume
- (3). A Haywood County Schools' Application
(see website www.haywoodschoools.com)