



**Chickasha Public Schools
Job Description**

Job Title: Graduation Coach

Qualifications: Bachelor's degree. Teacher certification as set by state certification authorities. Previous experience as a teacher, instructional coach, or counselor preferred.

Reports To: Executive Director of Student Services, Assistant Superintendent, Superintendent

Performance Responsibilities:

Job Goal: Performs skilled/professional consultation, planning, and implementation skills, to provide resources, programs, information, and advisement that will enable students to graduate from high school, while supporting teachers in working with students who are at-risk.

Essential Job Functions: The duties listed below are not intended to depict all tasks required by this position.

- Assists in the development, coordination, and implementation of the district's ICAP program.
- Builds relationships with local businesses to provide potential job placement opportunities.
- Builds relationships with Canadian Valley Technology Center.
- Assists site administration on supporting and identifying professional development opportunities to facilities teacher growth and success in the classroom.
- Assists all staff on methods and strategies for working with students who are at-risk, especially with consideration to those that are at-risk of not graduating from high school.
- Assist the school administration and counseling teams to support efforts and programs to keep students in school and from dropping out.
- Participates with any in-school committees (as assigned) to enhance teacher and student development.
- Prepare statistical and other reports for internal and external constituencies, including data required to validate federal programs.
- Maintain records of all activities and verify populations served.
- Coordinates student activities to encourage student participation in school and in planning for post-secondary opportunities.
- Attends regularly scheduled faculty meetings.
- Attends regularly scheduled district instructional coach/graduation coach meetings.
- Attends relevant professional development, as requested.
- Organizes with other instructional coaches and graduation coaches on professional development and other district initiatives.
- Performs other special assignments and duties as assigned by administration.
- Performs supervisory duties as assigned by administration.

Skills, Knowledge, and Abilities:

- Exhibit leadership & management skills.
- Exhibits loyalty and a desire to be a team member.
- Computer literacy.
- Filing, sorting, recording, tabulating and copying.

- Effective communication both orally and written.
- Excellent interpersonal skills.
- Ability to relate courteously with children and adults.
- Work independently.
- Plan, schedule and organize work.
- Maintain a positive work environment.
- Interpret and apply laws, regulations and policies.
- Ensure the quality of work as measured against established standards.
- Maintain confidentiality.
- Proficient in multi-tasking.

Physical Requirements:

- Good health and high energy level.
- Some bending and stooping.
- Ability to reach above shoulder level.
- Some climbing of short ladders.
- Ability to tolerate a stressful environment.
- Ability to lift objects weighing 10 lbs or more.

TERMS OF EMPLOYMENT:

Number of days and compensation determined by the Superintendent. The determining factor for terms of employment will be district-approved work calendars, which are associated with salary schedules.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of certified personnel.

Employee Signature Date