

Graduation Coach

Reports to: Principal

Location: Fayette County **Student Population:** Approximately 225 - 900

Grades: 6-12 **School Staff:** Approximately 25 - 100

Qualifications:

- A. Valid WV administrative certification PK-AD
- B. Masters Degree
- C. Shall have completed three (3) years of successful experience working with at risk students.

Length of Employment Term: 10 school months (200 days)

Salary: Fayette County teacher pay scale based upon degree level and experience plus \$240/month supplement.

Responsibilities:

1. Conduct regular home visits to address attendance, academic and/or discipline matters.
2. Work with students on an individual basis in the solution of personal problems related to home and family, health, and emotional adjustment. Assist with the schools' disciplinary program.
3. Supervise and coordinate alternative school and in school suspension program to ensure that at risk students are receiving a thorough and efficient education.
4. Supervise and coordinate the Odysseyware credit or course recovery process. Responsible for assigning courses, keeping track of participation and completion rates, as well as running reports for Principal and others.
5. Assist in enforcing school rules, administrative regulations and board policies. Provide due process hearing for all students in Alternative school as needed.
6. Confer with parents whenever necessary.
7. Communicate effectively within the educational community and with parents on a regular basis.
8. Guide students in their participation in school and community activities.
9. Work to discover and develop academic abilities of students.
10. Work to prevent students from dropping out of school.
11. Maintain and upgrade his/her professional skills and responsibilities.
12. Foster a classroom climate conducive to learning.
13. Utilize instructional management systems models that increase student learning.
14. Monitor student progress toward mastery of instructional goals and objectives.
15. Maintain professional work habits.
16. Perform other duties as assigned by the principal.