



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Graduation Coach
Payroll/Personnel Type:	10.5 Month
Job #:	8487
Reports to:	Principal
Shift Length:	6.5 Hours a Day
Union Eligibility:	Eligible

Position Summary:

The Graduation Coach will provide assistance to identified middle school and high school students, individually and in groups, which includes but is not limited to analyzing data to identify students or subgroups with potential high school graduation problems, including math course completion; planning, implementing, and tracking individual high school graduation plans; identifying and resolving barriers to graduation; and facilitating smooth transitions from middle school to high school.

Essential Functions:

- Provides assistance to identified students, individually and in groups, including analyzing data and identifying students or subgroups with potential high school graduation problems, including course completion
- Utilizes early warning indicators to identify high school students most at risk of not graduating
- Coordinates transitions for identified ninth graders to help them adapt to the rigor of high school and motivate students to focus on a graduation plan
- Develops and implement individual intervention strategies with students to develop a graduation and career plan to include the best programs, colleges, and options to meet post-secondary goals
- Provides training to teachers on support measures that work with identified youth
- Collaborates with faculty, administrators, counselors, and curriculum department to adapt curriculum and instruction to meet the needs of identified at-risk students
- Organizes college campus visits and college application coaching
- Assists students with identifying opportunities and applying for financial aid opportunities
- Provides direct student support and case management
- Offers academic advisory services as needed
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Working knowledge of appropriate strategies for reducing behaviors that put students at risk of not graduating from high school
- Ability to communicate effectively with youth and adults
- Ability to analyze, develop, implement, and track intervention plans and strategies
- Knowledge of and the ability to analyze data, including that available from the Missouri Department of Education and other sources
- An understanding of the multiplicity of social services available in the community to support students at risk of not graduating
- Knowledge of alternative education opportunities



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Experience:

- At least three years of work experience with middle and high school students
- Successful experiences working with secondary at-risk students

Education:

- Bachelor's Degree (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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