

**LITTLE WOUND SCHOOL BOARD
POSITION DESCRIPTION**

High School Graduation Coach

Position Title: High School Graduation Coach

Supervisor: Principal

Job Summary: To assist administrators, teachers and staff in the process of improving student educational outcomes. Identify secondary students' data indicators and trends on potential areas of challenge with graduation requirements. Implementing and tracking educational plans in detecting and resolving potential barriers to graduation.

Responsibilities:

1. Develop graduation plans based on student need as well as, district and state requirements.
2. Identify specific graduation status to specific cohort groups.
3. Identify, select and modify proven paths to high school graduation.
4. Participate in planning for graduation outcomes with school leadership.
5. Develop and assist with the implement of graduation plans.
6. Identify all assessments required for graduation as well as the concordant and alternative assessments.
7. Track the progress of individual and subpopulations, of students and their progress toward graduation.
8. Work with faculty and administrators to develop and adapt curriculum and instruction to meet the needs of at risk students.
9. Establish and maintain effective and efficient record keeping procedures.
10. Assist the school in the compilation of data to evaluate current progress toward graduation.
11. Use appropriate technology to enhance record keeping and efficient retrieval of student information.
12. Implement, coordinate, and monitor school-wide graduation activities.

Assessment/Evaluation

13. Analyze and interpret data for the purpose of monitoring progress toward graduation.
14. Communicate, in understandable terms, student progress toward graduation to stakeholders.
15. Participate in meetings to discuss updates to graduation requirements among different Cohort groups.
16. Collaborate with school staff and other professionals regarding trends in the technical codes used to show changes in student enrollment status.
17. Engage in a continuing improvement of professional skills and knowledge.
18. Keep informed and disseminate information about current research, trends and best practices.
19. Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
20. Demonstrate attention to punctuality and regular attendance.

21. Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
22. Maintain confidentiality of student and other professional information.
23. Support school improvement initiatives.

Knowledge, Skills and Abilities:

1. Ability to track the progress of students as they progress toward graduation. Ability to prepare timely reports on progress to meeting graduation plans.
2. Ability to communicate effectively within the school for the support of students.
3. Ability to work with faculty and administrators to meet the needs of students in their pathway to graduation.
4. Demonstrates interpersonal skills with teachers and school leadership.
5. Ability to analyze data to evaluate progress monitoring for graduation cohorts.
6. Knowledge of learning styles, instructional strategies and methods that will assist in the progression to graduation.

Qualifications:

1. Bachelor's degree from an accredited educational institution.
2. Valid South Dakota certification, guidance counseling preferred.
3. Knowledge and understanding of the state graduation pathways.
4. Strong computer literacy skills.
5. Knowledge of the Pine Ridge Indian Reservation, Lakota Culture and Language preferred.
6. Indian preference in employment is a policy of the LWS.
7. Veteran's preference is considered by verification of DD-214.
8. Must successfully pass pre-employment screening activities.