

JOB DESCRIPTION
DUTIES AND RESPONSIBILITIES

Position: Student Success Coordinator

Responsible to: Executive Director of Curriculum and Instruction / Building Principal

Evaluated by: Executive Director of Curriculum and Instruction

Primary Function: Support at-risk and special needs students and their families as they navigate through the middle school and high school years. Connect students and families with community and school resources to help them achieve graduation and attain skills for success after high school.

Qualifications:

1. Licensure requirements are flexible to attract the most qualified candidate, minimum of high school diploma or equivalent is required.
2. Individuals may have experience in education, social work, counseling, and/or mental health services.
3. Educational Aide, ESEA Certificate.
4. CPI certification required.
5. Experience as a job coach (or similar position) preferred.

Performance Responsibilities:

1. Create and encourage a team based approach to student success.
2. Work with district teams to identify at-risk students utilizing individual student data.
3. Develop programming to meet the unique needs of the identified students to assist them in their path to graduation.
4. Engage students in the development of an individual student success plan.
5. Empower student to understand their options and make informed decisions for their future.
6. Connect students and families to community resources in order to achieve success (examples include, but are not limited to: leadership training, entrepreneurship connections, United Way, Salvation Army, school based or career based programming).
7. Provide coaching and supervision for students at community and school based job site locations.
8. Act as a liaison with job site contacts (community or school based) and school personnel.
9. Oversee program supplies.
10. Manage student attendance records.
11. Provide support for students in job sites on specific tasks through situational assessment and task analysis.
12. Maintain documentation of student progress.
13. Communicate with student about specific work/social skills needed for particular employment position.
14. Train student how to do the job, or observe as the supervisor trains the student.
15. Mediate any differences with co-workers or employer if necessary, or give the student the tools to resolve her/his own difficulties.
16. Other assigned duties given by the administration.
17. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
18. Serve as role model for student conduct as responsible citizens and intelligent human beings. Help instill in students the belief in and practice of ethical principles and democratic values.