POSITION DESCRIPTION

TITLE: Graduation-Career Readiness Coach
LOCATION: High School
REPORTS TO: Principal/Associate Principal(s)
DEPARTMENT: Secondary

SUMMARY STATEMENT:
Under the general supervision of the building Principal/Administrator and/or Associate Principal(s), the Graduation-Career Readiness Coach is responsible for working with the students who are identified as "At-Risk" in grades 11-12.

ESSENTIAL FUNCTIONS:
At-Risk Responsibilities include but are not limited to:
1. Identify At-Risk students, determine barriers to success, implement barrier reduction activities, and monitor student progress.
2. Communicate effectively with students, staff, families, and the general public using a variety of technologies.
3. Answer inquiries when appropriate on referred students.
4. Work with referred students on school performance issues, i.e. study skills, time management, goal setting, motivation, tutoring, attendance issues, post high-school transition skills, etc.
5. Work with counselor(s), teacher(s), parents, Workforce Investment Act (WIA) staff, and other appropriate staff on a plan of action to improve a student's performance or address an area of need. Assist with monitoring and follow-up.
6. Assist with exiting students and/or parents with plan, i.e. referral for Graduate Equivalent Degree (GED), Job Corp, etc.
7. Coordinate tutoring with high school staff.
8. Assist with student activities designed to enhance student's interest in school through the development of career readiness skills, interpersonal relationships, projects, community services, etc.
9. Make referrals to the counselor(s) regarding specific student needs.
10. Work with community, parents, law enforcement, emergency services, social services, school juvenile services, school district personnel, and all other agencies to maintain cooperative relations.
11. Assist administrators in Fulfilling Student Improvement Plan (SIP), Annual Yearly Progress (AYP), and District goals.
12. Provide documentation of students assisted.
13. Assist administrators with re-entry conferences.
14. Develop work site learning sites for students (includes job development) and collaborate with Worksite Learning Coordinator to set up internships and other opportunities for students.

Student Records Responsibilities include but are not limited to:
1. Work with CCTE Director to gather and compile data necessary to monitor student success and make reports required by the Career Readiness Grant.
2. Establish that a minimum of 20 participating students are WIA eligible according to WIA guidelines.
3. Process incoming applications for prospective students, and make initial contact for an orientation meeting and interview.
4. Verify that each student is progressing on schedule and has received grades for all classes in which they were enrolled.
5. Complete forms needed by parent/guardian relating to student's enrollment status, i.e. Social Security, Department of Social and Health Services (DSHS), etc. when appropriate.
6. Perform junior/senior (student) credit checks, providing information to students, counselors and/or teachers.
7. Work with District staff as necessary in regard to students and their records.

**OTHER RESPONSIBILITIES:**
1. Perform other related duties as assigned.

**PHYSICAL DEMANDS REQUIRED:**

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
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<tbody>
<tr>
<td>Standing (33-66%)</td>
<td>Writing (66-100%)</td>
<td>Sitting (33-66%)</td>
</tr>
<tr>
<td>Use of hands and/or arms for repetitive motion (66-100%)</td>
<td>Acceptable Attendance</td>
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**MENTAL DEMANDS REQUIRED:**

<table>
<thead>
<tr>
<th>Math (66-100%)</th>
<th>Reasoning (66-100%)</th>
<th>Problem Solving (66-100%)</th>
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<tr>
<td>Reading Documents (66-100%)</td>
<td>Verbal Communication (66-100%)</td>
<td>Written Communication (66-100%)</td>
</tr>
<tr>
<td>Multiple Concurrent Tasks (66-100%)</td>
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Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously (33-66%) = Frequently (Up to 33%) = Occasionally

**TOOLS AND EQUIPMENT NECESSARY:**
PC, telephone, fax machine, copy machines, and all other tools and equipment necessary to perform the essential functions listed above.

**MINIMUM QUALIFICATIONS:**

(Testing may be required.)
1. Light typing/keyboarding.
2. Work experience which involves interviewing, research, and problem solving expertise.
3. Demonstrated knowledge sufficient to assist students with various academic subjects.
4. Demonstrated ability to communicate effectively and possess a positive attitude.
5. Demonstrated ability to work cooperatively and relate to secondary students, staff, and parents.
6. Demonstrated ability to perform on the computer using Windows environment and related Microsoft applications.
7. Knowledge of or willingness to learn the on-line student system (WESPaC) in conjunction with the Washington School Information Processing Cooperative (WSIPC).
8. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
9. Demonstrated organizational skills and the ability to follow through.
10. Must possess basic math skills.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Experience with diversity issues.
13. Understanding of and/or training in conflict mediation.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day
New
Revised Date: 10/29/2013
Classification: Professional Technicians (PSE)
Class: Class IV
Display on Web? Yes

Graduation-Career Readiness Coach