

## Position Guide Dawson County School System

<b>Title:</b>	
Middle School Graduation Coach	
<b>Date Approved:</b>	<b>Date Revised:</b>
<b>Reports To:</b>	<b>Terms of Employment:</b>
Principal	10 months
<b>Supervises:</b>	<b>Pay Schedule/Grade:</b>
	Local Supplement
	<b>Descriptor Code:</b>
<b>Qualifications:</b>	
Certified Teacher	

**Superintendent**



**Principal**



**Middle School Graduation Coach**

**Performance Responsibilities:**

**Identify At-Risk Students:**

Utilize the components of a profile of characteristics of potential dropouts developed by the National Dropout Prevention Center to identify middle school students with a high probability of not graduating; and Conduct an analysis that focuses on data for individual students and subgroups using the prescribed tools and/or assessments.

**Develop School-Wide Support and Interventions:**

Work with faculty and administrators to develop a grade recovery program and to differentiate instruction to meet the needs of identified at-risk students;  
Attend and redeliver as appropriate all required Middle School Graduation Coach training provided by the Georgia Department of Education, and/or other collaborative partners;  
Provide training and/or support to middle school and high school teachers on support measures that work with youth identified as at-risk of not graduating.

**Generate School Support and Develop Graduation Team(s):**

In collaboration with a school's existing leadership team, develop a Graduation Team(s) that includes administrators, teachers, advisors, counselors, school social workers and/or any other relevant service providers. The Graduation Team(s) will help identify at-risk students; assess school and student needs; and develop and coordinate appropriate interventions;

Graduation teams may utilize existing school-based teams (e.g., School Leadership, School Improvement, and/or Student Support).

**Provide Direct Service and Case Management:**

Develop and implement individual, small group, and whole school intervention and prevention strategies to increase the likelihood that students will stay in school and graduate;  
Work with students to develop an education and career plan (e.g., Peach State Pathways) to include the best program of study to meet academic, graduation, and post-secondary goals; and  
Incorporate a person/social skills program (e.g., character education, motivation, goal-setting, conflict management, etc.) for at-risk students.

**Develop Transition Programs and Vertical Teams with Elementary and High Schools:**

Collaborate with feeder elementary school(s) to identify elementary school students at-risk of middle school failure;

Conduct quarterly vertical team meetings among elementary, middle, and high school faculty and staff;  
Develop action steps to improve individual student and subgroup transition success rate; and Collaborate with teachers, counselors, and/or advisors to assure the development of transition programs for 5<sup>th</sup> graders and 8<sup>th</sup> graders to help students successfully adapt to the middle school experience and the rigor of high school.

**Develop Relationships with Parents/Guardians, Community Organizations, and Other Resources:**

Connect individual students and their parents/guardians with community organizations and programs, such as Communities In Schools, Family Connections, Georgia College 411, as well as area technical colleges;

Develop or work with local mentoring programs, business and/or community partners to connect individual students with mentors; and

Provide support and outreach to parents/guardians of students identified as being at risk of not graduating.

**Assessment and Reporting:**

Track the progress of individual students and school subgroups as they progress toward high school;

Conduct and analyze on-going formative and summative evaluation data of program effectiveness; and

Provide and submit reports to the Department of Education and Communities In Schools as scheduled and requested.

Assume all other duties as assigned by the principal or designee.