# Position Guide
**Dawson County School System**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Middle School Graduation Coach</th>
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<tbody>
<tr>
<td><strong>Date Approved:</strong></td>
<td><strong>Date Revised:</strong></td>
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<tr>
<td><strong>Reports To:</strong></td>
<td><strong>Terms of Employment:</strong></td>
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<tr>
<td>Principal</td>
<td>10 months</td>
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<tr>
<td><strong>Supervises:</strong></td>
<td><strong>Pay Schedule/Grade:</strong></td>
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<td></td>
<td>Local Supplement</td>
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<tr>
<td><strong>Descriptor Code:</strong></td>
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| Qualifications: | |
| Certified Teacher |

## 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 5th graders and 8th 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.