

iGrad Coach

GALENA CITY SCHOOL DISTRICT

Position: iGrad Coach

Location: IDEA Field Office

Reports to: iGrad Administrator

Classification: Classified

Work year: 260 days

Salary: Range 8

SUMMARY OR PURPOSE:

To assist IDEA staff working with our dropout recovery program called iGrad.

QUALIFICATION REQUIREMENTS:

- High School diploma Positive attitude
- Strong verbal communication skills Strong work ethic
- Strong clerical skills Strong computer skills
- Experience with diverse cultures and socio-economic backgrounds (preferred)
- Demonstrates excellent customer service skills
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interview prospective students and track students through the enrollment process.
2. Create, maintain and archive accounts for students in all regularly used diagnostic and course provider websites.
3. Assist teachers and collaborate with the team at large on varied needs and projects.
4. Directly monitor student progress during probationary and regular enrollment.
5. Assist students with miscellaneous needs, including answering basic questions, relaying information, offering access codes, finding resources and providing encouragement.
6. Assist with the tracking of textbook inventory and online course seats, tracking of expenditures, and the ordering of materials.
7. Provide adequate documentation for student contact using PowerSchool, spreadsheets, email and network drives.
8. Collaborate in grading student work, as well as processing and filing documents.
9. Exhaust contact options with the goal of reaching 10 students per day.
10. Manage time effectively; remain organized; show attention to detail.
11. Other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is occasionally required

to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes. The noise level in the work environment is usually low to moderate.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

Evaluation Form iGrad Coach

Name: _____ **Date:** _____

It is the belief of the Galena City School District that evaluation can be an effective tool to improve performance. It is the goal of this evaluation to effect change in the direction of continually increasing professional excellence.

Comments may be written at the end for any or all indicators:

E=Exemplary

S=Satisfactory

N=Needs Improvement

	E	S	N
Interview prospective students and track students through the enrollment process.			
Create, maintain and archive accounts for students in all regularly used diagnostic and course provider websites.			
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Assist students with miscellaneous needs, including answering basic questions, relaying information, offering access codes, finding resources and providing encouragement.			
Assist with the tracking of textbook inventory and online course seats, tracking of expenditures, and the ordering of materials.			
Provide adequate documentation for student contact using PowerSchool, spreadsheets, email and network drives.			
Collaborate in grading student work, as well as processing and filing documents.			
Exhaust contact options with the goal of reaching 10 students per day.			
Manage time effectively; remain organized; show attention to detail.			

Evaluator's Comments:

iGrad Coach's Comments:

The signatures below indicate that the iGrad Coach and evaluator have discussed this report and have received a copy. It does not necessarily indicate agreement with this report.

Evaluator's Signature: _____ Date: _____

iGrad Coach's Signature: _____ Date: _____